

UNIVERSITY PLANNING COMMITTEE  
ANNUAL REPORT: 2021-2022

**MEMBERS**

Michael Mapp, chair  
Frank Boutsen  
Michaela Burkardt  
Rose Cavalcante  
Glen Fetzer  
Shelly Noe  
Lourdes Olivas  
Peter Skelton  
Steve Stochaj  
Joe Tomaka

**FUNCTION/PURPOSE**

- Advocate on issues of shared governance
- Liaise on changes to university structure, including colleges and departments
- Make recommendations on salary structures and/or university salary equity studies
- Assist with the promotion of the extension and outreach mission of the university
- Ensure faculty senate proposals and university policy is applied consistently

The University Planning Committee held meetings throughout the 2021-2022 academic year. Items discussed included:

- Revision to the Constitution of the Faculty Senate of New Mexico State University to account for the creation of the College of Health, Education, and Social Transformation.
- Faculty Talk
  - Resolution 03-21/22: Resolution for the Reestablishment of an Open Faculty Communication Forum (Faculty Talk)
- ARP 4.68, 5B: Automatic Course Inactivation Issues/Concerns
- Standardized Course Evaluation Project
- Hiring Practices, Interims/Adjuncts Across the University and its impact on Institutional Memory/Shared Governance.
- Concerns with Provost
- Role of Visiting Faculty in the Senate
- Five-Year Facilities Plans
- Potential continued alignment with university structures include:
  - DLI VP Kollmann and CIO Bunton
  - Campus Planning, Space Committee

## MEETING NOTES

- **November**

- **Proposition 03-21/22** Following healthy discussion amongst committee members and informative feedback given by Vice Chair, Jamie Bronstein, the committee voted unanimously to recommend the proposition for passage with amendments. These amendments included:

- (1.) Remove “i.e., Faculty talk...or similar tool” Leaving only “Yammer” as this will be the tool used.
- (1.) Add “current” before NMSU faculty to specify who can participate.
- (2. b.) Add “to Human Resources” after “reported” in the Terms of Use section.
- (2. C., 4., 5.) Completely remove these sections.

After much discussion it was deemed unnecessary to have language dealing with the moderation of this tool since it will be completely voluntary for individuals (faculty only) to opt in for use. Unlike the previous faculty talk vehicle, which automatically included all faculty and then bombarded one’s email, Yammer will not do this. Since #2 specifies that faculty will be made aware of this forum and participation is optional, it doesn’t seem necessary to moderate. Also 2. b. clearly states that participants will “understand that the contents of this message are subject to NMSU policies and may be reported to Human Resources if they appear abusive or hostile or may incite violence.” This thus makes Human Resources the moderator and individuals will be able to self-report any content deemed inappropriate.

- **December**

- The purpose of the meeting was to discuss and make a recommendation regarding **proposition 06- 21/22: Family Friendly Employer – Aligning NMSU and Las Cruces Public Schools Spring Breaks**. Lenhoff introduced the proposition to the subcommittee. The subcommittee discussed the proposition and considered changes to some of the wording. In the end, the subcommittee recommended no changes to the proposition as submitted. Burkardt moved to approve the proposition; Boutsen seconded the motion. The subcommittee voted 6 for, 0 against, in favor of the proposition Tomaka adjourned the meeting at 3:30

- **February**

- Discussion Items for UPC Action and Investigation
  - ARP 4.68, 5B Automatic Course Inactivation: Courses that have not been offered for 5 years are subject to automatic inactivation by the University Student Records Office. Before initiating inactivation, the University Student Records Office prepares and circulates to the authorized departmental designee a list of such courses. Departments may utilize the University Student Records Office fast track reactivation process, with appropriate justification to maintain the course.

#### Issues/Concerns

- Deletion of courses although they have been cross-listed with other courses to meet the enrollment requirements; specifically, 500 level courses.
- The practice of deleting courses that have not been taught within two years of their adoption into curriculum
- Hurdles to overcome when trying to re-activate courses
- Curricular/Student needs are not being considered over credit hour/load credit expectations. Student success not at the core.
- Unclear as to what is the driving force behind the policy and its overzealous enforcement.
- Deadlines are not friendly to academic flow and not flexible.
- Appears as if there is opposition to low enrollment courses and how those courses impact faculty load.

Invite Kori Plank and others to discuss the situation and gain a better understanding.

- Standardized Course Evaluation Project
  - Gain a better understanding of this project and its relationship to Sentiment Analysis, student surveys, numeric grading for faculty, etc...
  - Invite Sherry Kolmann, Head of Distance Learning to discuss the project  
UPDATE: DR. KOLLMAN WILL JOIN ON MARCH 16TH. Robbie Grant filled in for Dr. Kollman
  - Hiring, Use of Interims across the university and its impact on Institutional Memory/shared governance. Concerns for the hiring of a new provost.
- Examine what the ARP prescribes in terms of academic hiring and then review the current HR policies to detect gaps that may need to be addressed.
- Consider what questions need to be asked of the new provost and how they plan to standardize systems across the university.
- Role of Visiting Faculty in the Senate and matters that require voting
- **March**
  - Standardized Course Evaluation Project
    - Guest Robbie Grant joined the UPC to explain the project and answered questions from the committee. The project is focused on creating a system of evaluation that examines course design for online courses and is primarily geared towards NMSU-O. The evaluation is on design only and not subject

material or instruction from the teacher. Mainly 100-200 level courses have been the focus. There were two primary focus areas of the project:

- Create questions focused on course design to inform design staff and improve course design.
  - Provide deans options for college reporting based on evaluations and lead to more uniform instruction across courses that have multiple sections.
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- Other Business (Future UPC discussion items) o ARP 4.68, 5B Concerns from 2/9/2022 ▪ Invite Renay Scott, Dacia Sedillo to address concerns
  - Administrative support (secretarial) across the campus. ▪ Pay ▪ Support for Administrative Assistants
  - Evaluation Procedures for Deans and HR Department concerns about privacy
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- **April**
    - Discussion Items Concerning the Five-Year Facilities Plans
      - What can we do as the Senate to offer input?
      - How far along is the project? Is it past the point of soliciting input?
      - Invite people to chat with the UPC to see what they need from other vested partners, namely faculty
      - Heather Watenpaugh – University Architect
      - Other University Committees
      - Utilize the Senate as an informational tool to make sure that important news such as projects like this are explained and addressed proactively.
      - Transparency
      - Costs
        - Capital Outlay
        - Merger of Ed and Health Sciences costs concern
      - How are decisions made? Who decides which buildings make the list, need maintenance, new structures, etc.?