

UNM Gallup Faculty Senate Operations Committee
Wednesday, August 12, 2015 - 12:00p.m. CH100

Meeting Minutes

Committee Members Present: Lora Stone, president; Shirley Heying, secretary; Matt Mingus; Carolyn Kuchera; Smita Rashid; and Lewis Gambill.

Committee Members Absent: none

Meeting commenced at 12:02p.m.

Faculty Senate President, Dr. Lora Stone, opened the meeting and discussed the following items:

- 1. Faculty Salary Equity Committee:** A committee of UNM Gallup faculty members has been established; however, the committee is awaiting the university-wide BBER salary equity report before meeting. Once the report has been completed and disseminated, the committee will schedule its first meeting and work on establishing an agenda for this year.
- 2. Special Rank and Tenure Committee:** The committee starts meeting this Friday, August 14. Dean Roberts will show up and talk about organization of the committee, the authority of the committee, etc. A 3% raise fulltime faculty has been raised as a faculty senate action item. The proposed 3% raise has received verbal support from the CFO at UNM Gallup, Rick Goshorn. The raise would include all fulltime permanent faculty, including lecturers. Adjunct and visiting professors would need to be an addition to the proposed action item because they currently they are not included. This will be topic of discussion of the faculty senate this year. Including visiting years in the count towards tenure could be discussed this year.
- 3. Code 6 and Code 3 Ethical Concerns:** Any faculty concerns regarding Codes 6 and 3 Lora must be addressed in writing locally per the stipulated procedures. The ethics committee may field some grievances if faculty seem unsure or do not trust their administrator. If the issues is regarding rank, tenure and promotion, documentation is first step to address these issues. Concerns regarding the Office of Equal Opportunity or a hostile work environment will be handled via instruction to the individual to put in writing their grievance and then approach the person with whom they have the grievance to work out a solution. If that does not work, they need to follow policy and procedures as stipulated. Faculty are encouraged to consult with ethics committee members even if the grievance is with a faculty senate/operations committee member.
- 4. Previous Dean of Instruction Situation:** It is still not clear what can be shared with operations committee members regarding the departure of Dr. Niaz Ahmed as Dean of Instruction or regarding his replacement. The faculty senate is trying to move away from secrecy issues, but must do so with ethics.
- 5. Emeritus Process:** Faculty senate needs to assess and address the hiring process for upper tier administrators. This issues will be addressed in future faculty senate meetings.
- 6. Grade Reporting for Dual Enrollment Students:** Dr. Stone will talk with Middle College High School administration about issues regarding reporting grades for dual enrollment students to their high schools. According to policy, high school principals can request grades for Dual Enrollment students; however, there is concern regarding reporting student grades to anyone other than student. Administrators from local high schools frequently request student grades for progress reports. There needs to be a more formal process of requesting grades in order to ensure student confidentiality.

Faculty can follow established rules regarding grades and reporting when using Starfish, LoboWeb and Learn. Students can also access their own grades in Starfish. High school administrators should be talking directly with students about their grades and progress in order to ensure that faculty at UNM Gallup can maintain compliance with FERPA policies. Dr. Stone will talk to Jamie McMann at Middle College about this issue regarding dual enrollment and grade reporting. There needs to be a streamline process for this and Jamie can send email out to the dual enrollment schools in the area to verify the process.

In addition to grade reporting, Matt Mingus suggested that state exams be scheduled in accordance with UNMG dual enrollment students' course schedule so that students do not miss classes for periods of up to one week or more. Faculty need to figure out student schedules so that students can come to class during state exams.

7. IBEST Students in Classes without Passing COMPASS test: Committee members raised the question regarding whether or not faculty currently can identify which students enrolled in our courses have not passed the COMPASS placement test. There is an IBEST project that has \$1 million in funding to help recruit and train healthcare professionals. A consortium of New Mexico colleges has been established to deal with this project and there is an IBEST faculty member who deals specifically with this area at the UNMG campus. According to the policies, students do not have to pass the COMPASS test to take classes. Dr. Stone will find out how faculty can find out which students in our classes have not passed the COMPASS test so that we can help them with writing skills, etc., especially those students in the healthcare fields. We can look at the consortium of NM colleges via the SUNPATH system, which shows how students can enroll in these other colleges without extra paperwork. The healthcare area is going to synchronize with other programs, such as Valencia, where prefixes are different in order to make this process as smooth as possible.

8. Memorialization of Faculty and Staff: Matt Mingus brought up the question regarding memorialization deceased coworkers. The past faculty senate vote was to have plaques for memorials and it was decided that building cannot be named after deceased faculty and staff. Trees, plaques and some other variation such as naming a room on campus were other ideas offered; however, faculty senate needs to revisit this issue.

9. Faculty Senate Proposed President's report: Dr. Stone asked committee members for review and input of the proposed Faculty Senate meeting agenda for Friday, August 14. Issues on the agenda include the following:

Dr. Stone noted that the Faculty Salary Equity Committee will discuss issues such as pay equity across the UNM system and branch campuses. Compensation for online teaching will also be discussed. Dr. Stone disseminated documents regarding a 2009 policy that was worked on regarding compensation for online teaching and she will report on it for next meeting. Dr. Stone will also meet with Dean Roberts about the prior 2009 policy and main campus differences as well. Further clarification is needed.

Several faculty told Dr. Stone that she needs to attend the UNMG Advisory Board meetings, but it has been difficult to access the meetings as Dr. Stone has been left out of the loop in terms of when and where the board meets. Dr. Stone is going to participate in the next Advisory Board meeting scheduled for next Tuesday, August 18 at 6pm in Director's room. She attend the meeting in observational and advisory capacity. Dr. Stone will be insistent on attending these meetings and being kept in the loop regarding meetings. She will provide details about the meetings to the operations committee. Dr.

Stone's goal is to work effectively with the board of advisor and to represent the faculty in a positive way.

Dr. Stone request rosters of faculty senate committees in May and she is asking people to update their rosters and membership. She will also ask faculty to please let Lora or committee chairs know if they are interested in joining a committee this year. If some committee is not active or goes on furlough, it is not the individual faculty member's fault and will not reflect poorly on the individual faculty member's university service. Dr. Stone will remind faculty at the Faculty Senate meeting that faculty can say "no" to committee invitations. It is imperative that we do not overcommit to committee work.

Dr. Stone next pointed out that there were some issues regarding the past Faculty Senate meeting minutes. The errors will be addressed so that the minutes can be approved and hopefully someone will note if there is something that is erroneous after the current issues are addressed.

A friendly invitation has been extended to Jim Blackshear in IT at UNMG to attend the upcoming Faculty Senate meeting. Dr. Stone noted that operations committee members likewise would like Mr. Blackshear to attend the Faculty Senate meeting.

Dr. Stone asked Dr. Dyer, the Executive Director of UNMG, if he would be attending the upcoming Faculty Senate. Dr. Stone needs to check email to see if he responded and will be in attendance. Dean Roberts will also be at the meeting and Dr. Stone will verify this to make sure. Rick Goshorn, the current CFO at UNMG, should be included in the Faculty Senate meetings as well this first time in order to give a financial report. Dr. Stone will contact him and invite him to attend. Mr. Goshorn has verbally agreed to support a 3% pay increase for full time permanent faculty at UNMG.

In conclusion, the major issues to be addressed by Faculty Senate this year include: 3% salary raise for fulltime, permanent faculty; the emeritus process; the hiring process for upper administrators; salary equity; compensation for online teaching; process for memorializing faculty and staff; and clarifying and streamlining the faculty rank and tenure process.

Dr. Stone noted that she will mention as an aside at the Faculty Senate meeting that Dr. Ahmed is, indeed, teaching this year at UNMG in Communications and Journalism at a professor salary. Any questions faculty may have regarding Dr. Ahmed's current status should go to Dean Roberts directly as the operations committee has no further information on this personnel issue. Dr. Stone reminded the committee that we should help support UNMG by dispelling rumors and addressing misinformation confidentially and in a positive, constructive manner. Matt Mingus reminded us to check with people who are designated as a committee members in order to get clear information. When in doubt, faculty should go to Dean Roberts with their questions.

All operations committee members agreed to agenda items and order proposed by Dr. Stone for the upcoming Faculty Senate meeting.

Meeting adjourned at 1:14p.m