



**The Faculty Assembly Meeting**

**MINUTES**

**November 21, 2025 12:30 PM ZOOM**

<b>MEETING CALLED BY:</b>	Dr. Arun Muthaiyan, Faculty Assembly President
<b>MINUTES ASSEMBLED BY:</b>	Dr. Andrew McFeaters, Faculty Assembly Secretary
<b>FACULTY ATTENDEES:</b>	Antoinette Abeyta, Robert Anderson, Chathuri Arachchige, Karla Baldonado, Evalena Boone, John Burke, Markos Chavez, Neysa Cox, Vanessa Ferguson, Bruce Gjeltma, Lucia Guerrero, Jennifer Henry, Hasani Jayasinghe, Joe Kee, Carolyn Kuchera, Jacob Lacroix, Tracy Lassiter, Elvira Martin, Andrew McFeaters, Roseanna McGinn, Arun Muthaiyan, Sangam Pageni, Kristian Simcox, Keri Stevenson, Kristi Wilson, Yuqing Zou.
<b>GUESTS:</b>	

**ACTION APPROVAL OF AGENDA DR. ARUN MUTHAIYAN**

<b>DISCUSSION</b>	
<b>Approval of the Agenda:</b>	
<b>Motion:</b> Dr. Carolyn Kuchera	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**ACTION APPROVAL OF MINUTES DR. ARUN MUTHAIYAN**

<b>DISCUSSION</b>	
<b>Move to approve the minutes from the October 17, 2025 UNMG Faculty Assembly meeting.</b>	
<b>Motion:</b> Dr. Keri Stevenson	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

Dr. Arun Muthaiyan begins the report by displaying the agenda for the meeting. He then congratulates Professor Markos Chavez for his new position as President of the New Mexico Consortium of Academic Libraries. Faculty applaud.

Dr. Muthaiyan then asks that faculty share their successes with him so that their achievements can be celebrated in future Faculty Assembly meetings. Faculty are asked to use the Faculty Assembly President's official email address to do so.

Dr. Muthaiyan then moves on to summarize the Operations Committee's last meeting with the Executive Team. One point of discussion related to the student use of AI for coursework. He points out that the problem is that students aren't simply using AI to *assist* them in their work; rather, they use the AI as their master. It is important to find a way to save students from this dependency. One way to address this problem is to form a committee devoted specifically to it. The goal would be to create policies and rules. Dr. Tracy Lassiter will present on this issue after the President's Report. The Operations Committee and Executive Team also discussed strategies to enhance our campus spirit. A first step would be to make some changes to the Constitution and Bylaws. These issues were discussed with the chair of the Constitution and Bylaws Committee. Later this academic year there will be a poll to vote on these changes. Faculty should be ready to respond to the poll.

Dr. Muthaiyan asks if there are any questions. None follow. He introduces Dr. Lassiter for the next agenda item.

**INFORMATION ITEM      PRESENTATION ON AI POLICIES      DR. TRACY LASSITER**

Dr. Lassiter says that she recently had held an AI Prompting Workshop, bringing together faculty and staff who are concerned about AI use. The goal was not so much to teach faculty and staff how to create AI prompts; rather, the goal was to help them to understand how students are using AI to cheat--whether that be in chemistry, math, or Native Americans studies. Dr. Lassiter says that one way to address the problem is by having faculty and administration collaborate to create campus-wide messaging about the importance of academic integrity, about the consequences for cheating, and about the benefits for students engaging in active learning as they build their foundational knowledge. Dr. Lassiter points out that there is a two-prong opportunity here: 1) to continue to discuss how to eliminate AI cheating, and 2) to work in concert with administration to proactively address this problem. Dr. Lassiter then asks how we want to formalize a committee to tackle these issues. The question is whether that committee should be its own standing committee or whether its duties should be taken on by the Teaching Excellence Committee or Distance Learning Committee. She mentions that the latter committee met earlier in the week. They had stipulated that the AI issue should be handled by them since it relates to digital tools, but it was also mentioned that AI problems permeate in-person classes, too. The Distance Learning Committee thinks that it should probably take lead on these issues, but that isn't necessarily a given. The Operations Committee wants faculty input on how best to proceed. This problem impacts everyone.

Dr. Muthaiyan asks if anyone has any questions.

Dr. Keri Stevenson says that, regardless of how the committee is formed, the different divisions should be represented on that committee because AI is being used differently for different subjects.

Dr. Lassiter agrees with Dr. Stevenson. She adds that the membership in the Distance Learning Committee is probably too small. If a committee on AI is a subcommittee of the Distance Learning Committee, membership should be expanded to include the different fields. She adds that staff could also participate. That door is open.

Dr. Kristian Simcox asks whether the Policy Committee on the Faculty Senate is currently working on revising the Faculty Handbook to address this problem.

Dr. Lassiter agrees that that would be a first step.

Dr. Aretha Matt says that she likes the idea of an ad hoc committee that also includes administration--chairs and the dean--to take on the AI problem. They are instrumental when it comes to forming policy.

Dr. Lassiter adds that administration involvement even goes beyond policy. It would bolster training. It would help to get the messaging out in student orientations. It becomes a wholesale, campus-wide effort. Collaboration is essential.

Professor Roseanna McGinn argues that starting with an ad-hoc committee would take more time. She says that working through the Faculty Assembly would be more efficient. Once the committee is formed with a full membership, then it could be converted into an ad-hoc committee.

Dr. Lassiter mentions that Professor McGinn will be taking over as the chair for the Distance Learning Committee because she will be on sabbatical in the spring.

Dr. Muthaiyan reads a post written by Dr. Antoinette Abeyta. It argues that we have to collectively determine what counts as sufficient evidence to make a case for academic dishonesty in AI usage.

Dr. Lassiter agrees. She points out that there have to be multiple levels of determination since the AI detection software is not reliable by itself--talking to the student, handwritten samples of writing, and so on.

Dr. Muthaiyan thanks Dr. Lassiter for leading the discussion on AI and for leading the upcoming discussion on the Canvas template.

#### **INFORMATION ITEM UNM-GALLUP CANVAS TEMPLATE DR. TRACY LASSITER**

Dr. Lassiter displays the Canvas template. She illustrates to faculty how to navigate to the template. She points out to faculty that they should first import the template before populating their sites. Otherwise the template will delete the work they already completed. She points out that main campus had created a template, but it wasn't tailored for use at UNM-Gallup. The shell she designed has a lot of starter content with which faculty can work. She advises faculty to check the links and information like phone numbers to ensure they are correct. She asks for faculty feedback about the site. The template will help faculty develop their sites for the spring semester.

Dr. Muthaiyan thanks Dr. Lassiter again. He then invites Professor Jennifer Henry to initiate the Curricula Committee action items.

**ACTION ITEM****CURRICULA COMMITTEE FORMS****PROF. JENNIFER HENRY**

Professor Jennifer Henry introduces the following forms for voting:

- 1) Changes for the Certificate in Health Information Technology – Coding
- 2) Changes for the EMS Program: Emergency Medical Responder Training, Certificate in Emergency Medical Technician - Basic, Certificate in Emergency Medical Technician - Intermediate, and Associate of Science in Emergency Medical Services.

She adds that these changes are part of UNM-Gallup's ongoing effort to comply to New Mexico's Higher Education curriculum.

Faculty vote on the two items. Faculty approve both items.

Dr. Muthaiyan thanks Professor Henry. He then asks for the report from the Faculty Assembly Senators to Albuquerque.

**INFORMATION****SENATOR'S REPORT****DR. SIMCOX AND DR. LASSITER**

Dr. Simcox greets everyone. He says that the most recent Faculty Senate meeting was held on October 28th. There were a number of items in the agenda. There was a presentation from Mary Rice, from Education and Workforce Developments, on the Title II changes that are coming up. This is a pressing issue in Albuquerque, but UNM-Gallup must comply with the changes by the spring of 2027. To learn more about this, faculty can read Dr. Lassiter's report on the Faculty Senate website.

Dr. Simcox says that there had been break-out groups at the last Faculty Senate meeting. He joined a group on equity and cohesion across campuses. They identified priorities that they'll continue to work on for the duration of the year. He then mentions that the Branch Community College Council had met on November 6th. Justin Bendell shared an open letter intended to address issues of academic freedom. Several groups have signed the letter at this point. He asked that the letter also be brought to faculty assemblies on the different branches. Dr. Simcox shares a link to the letter in the chat. He adds that Justin Bendell also brought to everyone's attention the draft of a joint resolution between Central New Mexico Community College Faculty Senate and the UNM Faculty Senate opposing the compact for academic excellence and higher education. This is a compact that comes from the current presidential administration in response to the mutual academic defense compact that the Faculty Senate has already endorsed. This is still being drafted but will probably be brought to this Faculty Senate during its January meeting. The BCCC meeting also brought up the New Mexico Equity Alliance. The New Mexico Equity Alliance is not an official committee. It's a group of faculty and other colleagues throughout New Mexico from many different institutions. Our branch campus colleague Steven Romero, also from Valencia, is participating in this group. It's a place for support and discussion and sharing best practices. Gallup faculty are invited to join.

Dr. Muthaiyan thanks Dr. Simcox for the report. He asks for the committee reports.

## INFORMATION

## COMMITTEE REPORTS

## COMMITTEE CHAIRS

**Adjunct Faculty Affairs Committee:** Dr. Stevenson says they are working with the Distance Learning Committee to create Canvas shells for part-time faculty who will be teaching online. This is something that Valencia does, and Valencia faculty get paid for it. Our Constitution and Bylaws would have to be revised to do that. Other than that, the committee is working on assembling contact information for all part-time faculty in order to address their needs. Dr. Stevenson then reports that Division Chair Matt Mingus said it would be fine for all part-time faculty to use space at SSTC.

**Budget Review Committee:** Dr. Andrew McFeaters says that their committee met earlier in the day. He says that the committee has updated the budgetary documents on the Faculty Assembly website. The committee also discussed plans to reach out to administration to formalize a transparent way to communicate with faculty about what committee positions receive SACs as compensation. If this information is more readily available to faculty, then interest in committee participation will increase. These SACs could be made available on the Faculty Assembly website on the Dean's website. Dr. McFeaters then mentions that faculty should be aware that there could be changes to health benefit costs in the new year. He says that Dean Zimmerman has mentioned this to him, and that the committee expects to have an update at the beginning of 2026.

Dr. Stevenson adds that the union has been asking administration to cover those costs. That has been an ongoing issue of debate.

Dr. Lassiter adds that another issue of inequity involves the disparity in pay for summer assignments. Faculty from different campuses receive different compensation.

**College Assessment and Review Committee:** Dr. Chathuri Arachchige greets everyone. She says that faculty received emails requesting artifacts for the next assessment cycle. The deadline is in December. She asks that participants meet that deadline.

**Committee on Teaching Excellence:** Dr. Hasani Jayasinghe says that the committee is planning to meet soon to discuss the teaching symposium slotted for next year. The committee will also discuss the pressing issue of AI use, drafting strategies to take on the problem.

**Constitution and By-Laws Committee:** Dr. Muthaiyan reads the following report provided by Professor McGinn: "Four committees have made some contact with us about their structure and form: Adjunct Affairs Committee, Teaching Excellence Committee, Distance Learning Committee, and Constitution and By-Laws Committee. Structure or form changes should be submitted to the Constitution and By-Laws Committee no later than December 1st, 2025 at 6pm. Please use the following email address: [rmcginn@unm.edu](mailto:rmcginn@unm.edu)."

**Curricula Committee:** Professor Jennifer Henry says the committee continues to plug away, looking at the current program review instrument. The committee also finalized and distributed a survey to coordinators and program directors. They are looking at direct and indirect ways to assess a program.

**Distance Learning Committee:** Dr. Muthaiyan reads the following report presented by co-chairs Professor Roseranna McGinn and Dr. Yuqing Zou:

"Some objectives for the Distance Learning group in the fall of 2025:

1. Establish a subcommittee on artificial intelligence.
2. Create a UNM Gallup online division/oversight committee.
3. Seek more members.
4. Schedule two training sessions on online teaching in March and April 2026 specializing in testing and proctoring technologies.
5. Set up an examination room for students to take tests.
6. Formulate adjunct online instruction standards that are similar to full-time faculty standards,
7. Create a method that tracks department chairs enforcement of the faculty's standards. Documentation methodologies that create a transcript of trainings that prove the standards set forth by the DLC previously and into the future have been met by all instructors, such as required trainings.
8. Making templates and a tool kit for ease of implementation of our academic community standards easy to use and widely available."

**Library Committee:** Professor Kristi Wilson says that the committee met on November 13th. The library had a guest speaker from the Adult Basic Education Program. The library wants to know how it can better support adult education. They asked that the library hold a ceremony for the graduating students. Planning a ceremony is on the agenda for next semester.

**Strategic Planning Committee:** Dr. Muthaiyan reads Professor Ernesto Watchman's report:

"Good Afternoon, Everyone,

On behalf of the Strategic Planning & Resource Committee, I want to start with gratitude. A sincere thank you to every one of you who opened the survey, shared your thoughts, and took a moment out of your already full schedules to help us move this work forward. Your words aren't just data points; they're the heartbeat of Academic Affairs.

Right now, we're in a rare moment, a moment where faculty and staff get to shape something. Our mission. Our vision. Our values. The very identity of Academic Affairs for the next decade. This is more than just a committee task. This is us, together, asking the big questions: Who are we as educators? What do we stand for? And what kind of future do we want to build for UNM–Gallup? Your input is guiding every step. And we want *more* voices, more perspectives, more lived experiences woven into this work. Because the truth is simple: UNM–Gallup's future should be written by the people who show up every day for our students. To keep this momentum alive, we're planning MVV Socials, quick, fun, energizing stops during division meetings, kickoff week, Spring 2026, Imagine academic-themed challenges, Kahoot games, chess board competition, ice cream, maybe a few other friendly competitions with small prizes. Not because we want to bribe anyone, but because we want to create *community*. We want to spark ideas, conversations, and excitement. We want this to feel like something real, something alive, something we're building *together*. Once we finish gathering your insights, the committee will begin drafting our first version of Mission, Vision, and Values. And that draft will go straight back to you, because this is shared governance at its most authentic. UNM's 2040 Plan gives us a framework, but the future of this campus? That belongs to us. To our faculty. To our staff. To everyone who cares about making UNM–Gallup a place where students succeed, where culture is honored, where innovation thrives, and where community is everything. I know I am asking

