

Faculty Assembly President Professor John Zimmerman reported on the following:

Professor Zimmerman stated that he was happy to see other faculty in the meeting and appreciated the Assembly members being present. He also announced that as this was a Zoom meeting and he might not see someone raise their hands or indicate they wanted to speak, they should place a question with their name in the chat, or ask Professor Zimmerman to speak about a concern they had.

As far as housekeeping matters, Professor Zimmerman announced that Professor Floyd Kezele is taking over as chair of the Faculty Committee for Student Affairs. It has been vacant for a few months. Professor Zimmerman thanked Professor Kezele and said he was glad the committee had an experienced faculty member as chair.

Professor Zimmerman also thanked the outgoing Ops Committee members: Dr. John Burke., Ms. Cecilia Stafford, Dr. Matt Mingus, and Dr. Lewis Gambill. He said that despite many meetings and many issues to handle, the Ops Committee ran smoothly and managed to operate by consensus in most situations. He acknowledged that it was hard for the faculty involved to take on more meetings, and he appreciated that they had been willing to do so. He also thanked Professor Joe Sanchez for being on the Nominations Committee, and Dr. Tracy Lassiter for her services as Senate Representative to Albuquerque.

He mentioned that there is a voting link for lecturer and full-time faculty to vote for Faculty Assembly officers, and that there would be time to vote in the body of the meeting after the executive reports. The election, according to the Constitution, is supposed to take place during the final Assembly meeting of the academic year, but there has been confusion about how this works; however, voting online during the meeting is a good way to do it. The voting would stay open until 8:00 AM Saturday the 18th for a 24-hour window, as it opened at 8:00 AM Friday morning. Professor Zimmerman stated that the results would be announced later, and asked for questions.

No faculty had questions or comments, so Professor Zimmerman turned the floor over to Dr. James Malm, Chancellor of UNM-Gallup.

INFORMATION

CHANCELLOR'S REPORT

DR. JAMES MALM

Due to technical difficulties, Dr. Malm was not able to communicate via ZOOM. He therefore sent a text to Professor Zimmerman which the President summarized for the faculty. It conveyed Dr. Malm's gratitude and admiration for the faculty's ability to pivot to online courses. Dr. Malm stated that he believed we will finish the semester strongly and continue to function this summer. He finished the text by thanking the faculty again.

INFORMATION

CFO'S REPORT

MR. ROBERT GRIEGO

DISCUSSION

The CFO announced that the Chancellor, Dr. Malm, is happy about how well the online conversion of classes has worked out. He understood that it was short notice, but we do have the tools in place. He acknowledged the sudden change in pedagogy it would have been for many students and faculty.

Mr. Griego has been working on the budget, although he said it is challenging to work from home. He has been using the Budget Planner in Banner to plan for compensation and other expenses. We did get guidelines from UNM a few weeks ago on our budget, and have been following these. Mr. Griego believed that the budget with raises of 4% is still going through, including faculty raises.

Our other expenses are likely to be flat. The state budget is low because of decreased oil prices, but the governor doesn't want to take away the raises for state employees. There could be cuts in other places, however, so we will make adjustments as necessary. UNM-Gallup has been in good shape with money the last couple years, and we are good to run in the summer and fall.

Mr. Griego stated that the economy is turning around and that he has been in calls with other organizations. The UNM-Gallup gym has been converted to hold hospital beds and can house about 60 patients. The surge in the number of coronavirus patients is expected in late April or early May, with the economy reopening perhaps in mid-May.

There will also be a self-quarantine letter coming out from HR, Mr. Griego announced, before making a few other observations about social distancing at the Gallup campus. The campus buildings are currently locked, and there is usually only one IT person, one cop, and one person from maintenance present, with some faculty or others visiting intermittently. The administration did have to close the walking trail due to violations of social distancing guidelines.

Mr. Griego estimated half his workday was spent dealing with technological improvements to campus. These include extending Wi-Fi to be better in the parking lot, and working with main campus to get help from the Engineering College, since they have hardware that we might be able to tap into.

One faculty member asked whether the CFO could predict how the COVID-19 crisis would affect the budget for the next year. Mr. Griego replied that a special legislative session might need to happen first to give him a clear idea. Another faculty member then asked whether there were any planned reductions in staffing or workforce. A funding cut by 10% from state is possible, Mr. Griego admitted. There are other sources of revenue available to UNM-Gallup, like property taxes, which should not be affected, so he does not currently think layoffs likely. He also pointed out that there are savings from utility bills as long as the campus is closed. We may not be able to hire as many student workers in the fall, however, and full-time workers might be reduced to three-quarter time. Supplies expenses are projected to go down, along with expenses for facility maintenance and classroom care, which may end up close to the 10% revenue we will lose from the state. The campus does have some reserves, and may be able to obtain the board's approval to use them for this crisis. Another consequence might be reduced hiring of adjuncts, but Mr. Griego did not anticipate that it would affect full-time faculty.

Mr. Griego repeated that he did not anticipate huge bombs dropped on faculty's plates, and that the executive team was grateful for the faculty's engagement, and understand that circumstances render the pivot necessarily imperfect.

No more faculty had questions, so Professor Zimmerman thanked Mr. Griego for his report, and he exited the meeting.

ACTION ITEM

ONLINE VOTING

**PROFESSOR JOHN
ZIMMERMAN**

DISCUSSION

Professor Zimmerman announced a fifteen-minute recess for faculty members to vote for new Assembly officers, Operations Committee members, and Nominations Committee members in the Opinio online elections. Faculty had received the link in their e-mail accounts. No member of Nominations Committee was currently at the meeting, so Professor Zimmerman reminded Assembly members of the process. Visiting and adjunct faculty did not receive the link, except for adjunct

representatives. One of the proposed changes to the constitution is to give Visiting Faculty full voting power.

Faculty dispersed to vote. The recorder was temporarily turned off during this period to conserve battery power.

DISCUSSION ITEM CONSTITUTION & BY-LAWS

**PROFESSOR JOHN
ZIMMERMAN**

DISCUSSION

Professor Lilia Cuciuc, the chair of the Constitution & By-Laws Committee, was not present, so Professor Zimmerman ran through the proposed changes to these documents. These included the same changes that the Assembly had discussed in the February meeting, as well as others that had come up for the first time in that meeting.

Professor Zimmerman mentioned that there was some common confusion about voting and elections, and because this section of the Constitution had been written before the use of the Internet for elections was possible, the language was fairly problematic. The Assembly might need to do some additional rewriting in the next academic year.

At this point, Professor Zimmerman shared his screen, so the Assembly members could easily see the proposed changes to the Constitution and By-Laws drafts. The first change was to split the organization of the university into five divisions, the Library plus the now-four academic ones, in alphabetical order with the exception of the Library.

Changes to the first paragraphs included altering “full-time permanent faculty” to “full-time faculty,” thus removing the word “permanent” so that visiting faculty could participate more fully in the Assembly and committees. Professor Zimmerman stated that this is to acknowledge the visiting faculty, three or four members of whom often attend the Assembly meetings. This is not technically required in the duties of visiting faculty, but Professor Zimmerman would like to be welcoming to them.

There will also be changes to executive team titles, such as writing in Chancellor where the Constitution had the CEO title, and Director of Student Affairs replacing Director of Student Services. The executive team members are welcome to attend portions of the Assembly meeting but do not have voting privileges. Faculty division chairs and library faculty do have voting privileges and are welcome to attend the full Assembly meeting. There will be no changes to the duties of Assembly officers.

On the election process, Professor Zimmerman mentioned that, because of various faculty having teaching duties during the Assembly meeting time, including those in Health Careers and CCTE, online elections are a way of providing these faculty equal access. In the future, when online elections can be held earlier, the results will be announced at the final meeting of the year.

Certain committees had also changed names and descriptions. The name of the Strategic Planning Committee has changed, and the new executive team titles will be inserted in this part of the Constitution as well. The part of the description of the Strategic Planning Committee that states, “The committee shall give input to the Curricula Committee on the Strategic Planning aspect of program review” will be removed. This crossover of duties does not happen often enough to justify keeping the wording, and the Curricula Committee is too busy to engage the Strategic Planning Committee on program reviews. The change in wording will separate out the duties of the committees.

The Ethics and Academic Freedom Committee has been dissolved, since we now use the main campus structure for these concerns. The old UNM-Gallup Rank and Tenure Committee was on hiatus for five to six years, and this committee was also out of line with the Faculty Handbook. This committee has been deleted, and Professor Zimmerman stated that UNM-Gallup faculty are using Section B of the Faculty Handbook for their tenure and promotion process. We were the only branch that had this committee and was contradicting the handbook, so the deletion is for the best.

We will also be adding two new committees. The Adjunct Faculty Affairs Committee will have its new by-laws included in the official documents. This has been an ad hoc committee, and the change will make it permanent. The Distance Learning Committee has also been made a permanent new committee. Its slightly amended by-laws have been entered in the Constitution; they incorporated some suggestions from the Ops Committee. The Assembly would not vote on these by-laws at this meeting, Professor Zimmerman stated, since the new Ops Committee will decide when the vote takes place.

The new Constitution will also be retitling Development week, and stating conclusively that the first Faculty Assembly meeting of the semester will take place in August and January, on the Friday of Development Week. At least 30% of the voting faculty under contract at the beginning of each semester shall constitute a quorum for these meetings. As well, since we obey Robert's Rules of Order if we do not meet a quorum, the Assembly shall not meet if we lack one, except that informational items may be announced. No action items will be entertained in such a meeting. Professor Zimmerman also clarified that there will be no changes to the rules governing special meetings.

The voting members of the Assembly have voting rights on Assembly committees, which shall remain intact, and the Faculty Assembly President shall not make decisions on their own but only with consultation with the Ops Committee. Further clarifications were added to the section on committees. The Dean can be on the Distance Learning Committee, but cannot vote. This applies to other executive officers as well.

Professor Zimmerman also stated that the Assembly will be able to change the Constitution with a two-thirds vote of Assembly members, so around 42 or 43 members. Ballots can be by e-mail or mail. The timing of the vote will be decided by the new Ops Committee. We will have several choices, such as doing this during the summer by e-mail, or in-person on the fall Convocation Day, or during the August Assembly meeting.

One faculty member asked whether the Assembly needs 30% of its members to achieve a quorum in only the opening meetings of each semester or in all meetings. Professor Zimmerman replied that it was all meetings. Right now we have to have 30% of 52 or 54 full-time faculty, so around 18 or 19 members. Adding visiting faculty with full voting rights won't add that much more to the numbers needed to achieve quorum. He added that we will hold the vote to change the Constitution by Opinion or paper ballot in the fall semester and can vote on it when that happens.

No other faculty had questions, so Professor Zimmerman turned the floor over to Dr. Tracy Lassiter and Dr. Shirley Heying, the faculty representatives to Albuquerque.

DISCUSSION ITEM

STUDENT EVALUATIONS

**DR. TRACY LASSITER &
DR. SHIRLEY HEYING**

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This discussion item concerned the ability of faculty to opt out of student evaluations for the Spring 2020 semester. Drs. Tracy Lassiter and Shirley Heying, as the Faculty Senate representatives to Albuquerque, had been asked to add on to what the Provost had stated about the topic.

Dr. Lassiter reported that they did not have much new to add to the Provost's e-mail. Part of the reason we might want to opt out of having student evaluations conducted is that we may not have our best teaching reflected in them because of the online pivot.

The university is also offering an automatic extension of tenure clock by a year for faculty on the tenure track who are not yet associate professors. Such faculty can keep to their previous timeline by notifying the chair and the Dean by the end of the month.

The UNM-Gallup Faculty Senate representative have also talked with Dr. Finnie Coleman, Faculty Senate President, about offering more support to students who transfer to main campus. There are activities that may help, such as bus trips that would transport UNM-Gallup students for campus tours and events, and immersion activities that can make our students feel included. Currently, this project is on hiatus because of campus closures.

Dr. Lassiter then offered a brief recap provided by the Provost. Faculty will have to opt out of course evaluations if they desire to do so, and will also have to opt out of having the tenure clock extended. This has to be made as an individual decision.

Professor Sonya Damon then asked what the content of the main campus visits would be, as there are currently EMS students visiting main campus to help ease the transition into their programs there. Main campus has helped integrate some of the students into the current paramedic classrooms, and this has had very positive results.

Dr. Lassiter said that she would share Professor Damon's name and contact info with Dr. Coleman. They will seek alternate methods of funding the bus trips and may work with the EMS program as they are an established method of integrating UNM-Gallup students into main campus.

There may also, possibly, be buses available to our students for convocations and sporting events. This will help them adapt to the large crowds to be expected on main campus. Professor Zimmerman added that we can use Assembly funds since these events are of such importance to students.

DISCUSSION ITEM

EMERGENCY PROCEDURES

**PROFESSOR JOHN
ZIMMERMAN**

Professor Zimmerman brought up that the Faculty Assembly does not have much in the Constitution to explain what we should do in situations like the current pandemic. For example, how would we get a quorum if there is not one at the beginning of the meeting? How can we make sure members have the right technology to allow them to attend? We can add emergency procedures to the Constitution; discussion can continue into the next year. This will allow for flexibility.

The Operations Committee will put together a proposal for the language on emergency procedures, and we can discuss this in the August meeting. The Committee can also gather feedback throughout the fall semester. This will allow the Assembly to have a plan for crisis. Professor Zimmerman stressed that while we would come to no final decision today, he did want faculty to be considering the topic.

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION	
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Professor Zimmerman asked for committee reports:

UNM-G Senator to Albuquerque: Dr. Lassiter and Dr. Heying stated that they had no report in addition to what they had already said about student evaluations and speaking with the President of the Faculty Senate. Professor Zimmerman again gave Dr. Lassiter thanks for her service in this, her last term. Dr. Lassiter encouraged others to run for the office, saying that it is vital to be in communication with main campus and that Senators can bring back information to our community.

Budget Review Committee: Dr. Bruce Gjeltema, the chair, had nothing to report. Professor Zimmerman asked for the committee to stay in communication with CFO Griego about staff positions and lecturers and visiting AP's and TPT faculty as they talk about possible budget cuts, stating that full-time faculty want to be proactive in advocating for their colleagues.

Teaching Excellence Committee: There had been a recent meeting of this committee, but no report was given. Professor Roseanna McGinn has taken over as chair, and did they meet virtually, so this committee is now functioning.

Constitution and By-Laws Committee: Nobody on this committee had a report to give beyond what proposed changes had already been discussed to the Constitution and By-Laws.

CARC: Professor Tom Kaus gave the report. He said the Assessment Office on main campus had e-mailed him and that they still wanted assessments from our academic programs. He had covered the process to submit these assessments in the February meeting.

Faculty Committee on Student Affairs: As announced, Professor Floyd Kezele had taken over as chair for this committee. No report was given.

Curricula Committee: Dr. Carolyn Kuchera, the chair, said that she had attended the main campus Curricula Committee last Friday; they will not move any more academic forms this year. They did approve the Construction Technology A.A.S. and Certificate that the UNM-Gallup Assembly had already approved. There will not be a meeting in April. Most of the committee members will be returning next semester, but there will be room on the Curricula Committee for a few new members. Professor Zimmerman added that this is true of all committees: the Operations Committee will be going through rosters as they did last year, to see which committees have vacancies. Professor Zimmerman will be working directly with the committee chairs on this, most likely after May.

Library Committee: Mr. Jim Fisk announced that he hopes faculty and students will send him e-mails if they need assistance with library materials. Ms. Cecilia Stafford said that a Library Committee meeting had been scheduled for March 27th, but had not been held. The library had been planning to bring an author to campus with mini-grant money they had received in the spring; they are hoping they will be able to switch this program to the fall.

Strategic Planning Committee: Dr. John Burke, the chair of this committee, reported that there was not much news in the last few months. He does have some information that he plans to share with division chairs. Professor Zimmerman added that the Provost will be in charge of Strategic Planning for UNM. Eventually, we will hear from Provost Halloway's office on the future of this process and he will collaborate with the branches.

Distance Learning Committee (ad hoc): Dr. Yi-Wen Huang, the chair, gave the report. She had met with branch representatives and spoken to them about how they had dealt with the current online situation on campuses. They are preparing a mentoring program in which one experienced faculty member will mentor someone else who has never taught online. The Distance Learning Committee will also start working with a master online course template, using the input of all their members. This will be shared with others as an example that they can use to pattern their courses in the future.

Adjunct Affairs (ad hoc): Dr. Kristian Simcox, the chair, gave the report. Dr. Simcox said they had not met as a committee lately, but he had been looking forward to the vote to make Adjunct Affairs a full Faculty Assembly committee. A few Assembly members discussed how they did not know what the process of annual evaluations will be for either full-time or TPT faculty given the pandemic. Professor Zimmerman said he would try to find out, and that this should be in writing and everyone should know the rules.

Dr. Simcox then discussed the supplemental payments of \$250 that adjunct faculty were supposed to receive to move courses online. This was mentioned a month ago, but hasn't been talked about since. Professor Tara DeYoung, an adjunct representative present at the meeting, confirmed that she had not received the payment and did not know who had. Dr. Simcox also brought up the possible reduction of class numbers and hires for adjunct and TPT faculty that Mr. Griego had mentioned. Professor Zimmerman agreed and said that faculty should prioritize students, but should also prioritize protection of faculty adjuncts and staff. If necessary, this should be a matter of dipping into reserves.

INFORMATION	ANNOUNCEMENTS	VARIOUS
<p>As no other faculty had announcements, Professor Zimmerman returned to a question Dr. Antoinette Abeyta had asked earlier in the ZOOM chat: How will assessment be adjusted with regards to the sudden transition to online education? Professor Tom Kaus agreed to forward the e-mail from the Assessment Office to be distributed to the ALLFAC list. Professor Zimmerman remarked on his desire for the rules to be consistent in what they are asking for.</p>		

ACTION ITEM	ADJOURNMENT
<p>I move to adjourn.</p> <p>Motion: Chris Chavez Seconded: Yes Voice Vote: Unanimous Motion Carried: Yes</p>	
<p>Meeting adjourned at 1:56 PM, by Faculty Assembly President Professor John Zimmerman.</p>	
<p>Recorded by: Keri Stevenson, Faculty Assembly Secretary, on April 17th, 2020</p>	