



**Faculty Assembly President Professor John Zimmerman reported on the following:**

Professor Zimmerman began his report by talking about the necessity to send out committee preference forms again, as they were in the fall semester last year. These will come out next week. Faculty will write down their preferences, and Professor Zimmerman will get in contact with committee chairs, who, the Ops Committee feels, should direct the process. Among other things, committee chairs will check on members who might have reached term limits.

Professor Zimmerman then announced that Professor Tom Kaus has stepped down as the CARC Committee Chair, and thanked him for his long service. Professor Kelley Schukar is the new CARC Committee Chair.

The Faculty Assembly has changes to make to our constitution, which was worked on last year, but still needs to be approved. As well, the Assembly needs to add the Distance Learning Committee and the Adjunct Affairs Committee to the roster of standing committees.

Professor Zimmerman thanked Dr. Lora Stone, as chair of the Nominations Committee, for handling the election for Assembly officers last year. Dr. Arun Muthaiyan will handle it this year. We will try to expand our knowledge base about Opinio, as we intend to use it for approval of the revised constitution and by-Laws and we have to have the approval of two-thirds of the voting faculty. Opinio is very secure and also sends reminder e-mails about unanswered questions.

In addition, we will need two more Faculty Senators, as based on the size of our campus, Gallup actually requires three. Professor Zimmerman thought most meetings of the Faculty Senate will be remote this year, and asked Dr. John Burke, the current Senator, for confirmation. Dr. Burke said that all meetings will be remote for the next academic year. Thus, we will do the Faculty Senator election over Opinio, with nominations next week, and results at the September Assembly meeting. Professor Zimmerman urged faculty members to get involved, especially as the remote meetings might mean people could participate who were previously unable to get to Albuquerque, and asked those interested to contact past Faculty Senators about their experiences.

Professor Zimmerman then gave the Assembly an update about the faculty union, which has produced three different MOU's with the university administration; two of which are about COVID-19 and a safe return to campus. The first MOU covers Unit 1 or full-time faculty, the second one Unit 2 or TPT/adjunct faculty. They are all available through the union website. The third one is a voluntary retirement incentive for eligible faculty. If those eligible retire by Dec. 31<sup>st</sup>, they will receive a 25% lump sum of their base salary. Professor Zimmerman added that HR would probably send out a specific notification of this on Monday.

Professor Zimmerman finished his report and asked for questions. The only one concerned whether we needed another reading for the revised constitution before it went up for the vote, but Professor Zimmerman replied that we had had two readings in the February and April meetings. Since the readings need to be a minimum of four weeks apart, those two meetings qualified.

As there were no other questions, Professor Zimmerman invited Dr. Dan Primozic, Dean of Instruction for UNM-Gallup, to speak.

DISCUSSION	
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Professor Zimmerman explained that only the Dean would be giving a report among the administrative team today. While Chancellor Malm and Mr. Griego were in attendance and could answer specific questions that faculty might have, Dr. Malm thought that, as the Chancellor's Open Office Hours will happen each Thursday, and his brief comes out weekly, he would essentially be recapping them if he gave a report. Professor Zimmerman stated that administrative reports should contain the information faculty want to hear.

Dean Primozic praised the faculty's professionalism in transitions to online classes, and also spoke about the slashed budget. UNM-Gallup is facing a \$1.4 million cut. Most of the cut will fall on the shoulders of Academic Affairs, as we have already cut all the staff positions we are able to. However, the Dean emphasized, we will not slash programs or follow other examples set at some New Mexico universities. We are, instead, doing program prioritization. The Dean is confident that the committee following the program prioritization process is a good team. They are looking at the quality and relevance of programs, not the budget they use, and evaluating them on a sliding scale. The committee includes four officers from the Faculty Assembly: Professor John Zimmerman, Dr Bruce Gjeltema, Dr. Carolyn Kuchera, and Professor Chris Chavez. The four division chairs are also members. The lack of bias is such that members have spoken against their own programs.

The programs evaluated under the prioritization process might need more resources rather than less; they will all need some strengthening. The committee's evaluation instrument has been sent out as an e-mail attachment. The committee developed the instrument, basing it on questions used by the Curricula Committee and adding some of their own. Every one of the degree and certificate programs at UNM-Gallup is under review. The committee will finish the review by mid-September and is currently evaluating 3-4 programs per meeting. They will assess the costs later. As well, the committee will recommend and evaluate, rather than decide the ultimate fate of programs. These recommendations will go to the senior management team, and that team will make the decision about the final fate of the program. Dean Primozic added that, from his perspective on the Deans' Council, no one else is doing it this way. The Albuquerque campus will have to deal with a loss of \$50 or \$100 million. UNM-Gallup's process is the most transparent, and the most friendly, the Dean believes, to shared governance.

The Dean believes that this process connects to our mission. He invited faculty to contact him for more information, and then asked for questions in general.

Professor Zimmerman added, from his perspective as a member of the committee, that the administration cannot simply cut a program. If there is a recommendation to cut a program, it will go through the Curricula Committee, the Faculty Assembly, then on to the Albuquerque Curricula Committee, and finally the Faculty Senate in Albuquerque. This bureaucracy takes time to navigate. The program could only be cut immediately if we declare financial exigency, but we are not in a financial crisis. Currently we are filling the budget shortfall with reserves, while planning for future cuts with the next legislative session.

Dean Primozic added that in the case of questions related to rank, tenure, and promotion, faculty should speak with their division chairs first. If the chair could not give a satisfactory answer, then the faculty member could go to the Dean of Instruction, and then up the chain if necessary.

At this point, as no more faculty members had questions for the administrative team, the Dean, Chancellor Malm, and Mr. Griego exited the meeting, and Professor Zimmerman resumed the floor.

**ACTION ITEM****NOVEMBER MEETING  
DATE CHANGE****PROFESSOR JOHN  
ZIMMERMAN**

DISCUSSION	
<p>Professor Zimmerman told the faculty that the Ops Committee had discussed changing the date of the November Assembly meeting as the current one was November 20<sup>th</sup>, the Friday before Thanksgiving. Just in case there are faculty with travel or family plans, the Ops Committee is recommending that the Assembly move the date from the 20<sup>th</sup> to the 13<sup>th</sup>, the previous Friday. The only complication might be the Curricula Committee meeting to be held on the third Friday of the month; if the Curricula Committee had action items to present at the November Assembly meeting, this would require some coordination.</p> <p><b>I move to change the November meeting date.</b></p> <p><b>Motion:</b> Keri Stevenson  <b>Seconded:</b> Yes  <b>Discussion:</b> Professor Zimmerman asked Dr. Kuchera, the chair of the Curricula Committee, whether it would be possible for the Curricula Committee to move their November meeting to the 13<sup>th</sup> or whether any action items could wait to be presented until the January Assembly. The Curricula Committee agreed to move the meeting.</p> <p>One faculty member asked whether it would be possible to have an Opinion vote on any Curricula changes that might come up in the interim, but Professor Zimmerman replied that some of the Curricula action items might relate to program prioritization, and we wouldn't want to relegate this to an online vote.</p> <p><b>Vote:</b> Unanimous.  <b>Motion Carried:</b> Yes</p>	

**DISCUSSION ITEM****FACULTY SENATOR ELECTIONS****PROFESSOR JOHN  
ZIMMERMAN**

DISCUSSION	
<p>Professor Zimmerman stated that, as mentioned in his report, the Assembly will need to elect two more Faculty Senators to join Dr. Burke in representing us to Albuquerque. Dr. Arun Muthaiyan will be coordinating the election process, and hopefully will have results to announce at the September Assembly meeting.</p>	

**ACTION ITEM****CURRICULA COMMITTEE****DR. CAROLYN KUCHERA**

<p>Dr. Kuchera explained that the Curricula Committee had approved two forms. The first is a Form B requesting a new course, BCIS 1115, an Intro to Computers class. It replaces an existing IT class that does not transfer to any other institution. They also have a Form C for a Business Administration AA to approve. This brings the program into line with the new state credit requirements and means students will be able to enter the Anderson School of Business on the Albuquerque campus more easily.</p> <p><b>I move to approve the Form B for BCIS 1115.</b></p> <p><b>Motion:</b> Carolyn Kuchera</p>	

**Second:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**I move to approve the Form C, AA in Business Administration.**

**Motion:** Carolyn Kuchera  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**DISCUSSION ITEM**

**COVID-19 ISSUES**

**PROFESSOR JOHN  
ZIMMERMAN**

Professor Zimmerman began the discussion by saying the Ops Committee had compiled some questions about COVID-19 over the summer that Professor Zimmerman had already sent out to the Assembly. In this meeting, the goal was to create an informal list of unanswered questions and concerns. Professor Zimmerman asked that faculty respond if they know the answer, but otherwise, the goal would be to send out exact answers later.

Professor Zimmerman recommended reading the “Bring Back the Pack” website for our Gallup Campus; there are some different specific aspects from the advice delivered by the one for the Albuquerque campus. The Gallup campus website is likely to have the information more pertinent for the branch faculty. The Faculty Union website has the joint statement between UA-UNM and the administration, and the MOU’s are also there. Among other things, faculty can find out the responsibilities for PEP that administration needs to provide if faculty come to campus.

The first question concerned the procedures for evaluation and assessment, and how they are going to take the pandemic into account. One answer is the pausing of the tenure clock, but that particular one is punitive for some faculty. This should be explored further; one possible solution is to create a joint agreement between the Dean, the Chairs, and the Assembly so that we all know it is in writing and have reassurance about its clarity.

The next question was about professional development. With the cancelation of many conferences, the faculty member pointed out, we will need to worry about this. Perhaps professional development should be discounted for last year and this year. Discussion then ensued of the tenure clock pause. This addresses tenure-track faculty, but it does not address instructors, lecturers, or associate professors who want full professorship. It might not be a good solution even for those on the tenure track, as it’s an emergency procedure.

One faculty member asked if the Ops Committee could get clarification about some of these concerns in writing so that the Faculty Assembly could discuss it at the September meeting? Professor Zimmerman agreed that the Ops Committee would bring up the matter to the Dean and the division chairs.

Professor Zimmerman then asked Professor Chavez to speak about the cleaning situation, as this is a particular concern for those who teach in shops and labs. Professor Chavez said that he had never received information on how to clean the lab. He needed to mark positions six feet apart on the sidewalk himself, and he will have students on the campus after the third week. Cleaning seems to be

scheduled to happen on a class-by-class basis, and the spaces will not hold many students; one lab, for example, will only fit eight. Professor Zimmerman asked whether Professor Ann Jarvis, the chair of the Business & Applied Technology Division, had any more information. Professor Jarvis stated that they had ordered cleaning supplies that should be on campus in time for the students' return, but they are awaiting training in how to clean. They know that faculty members have to clean up their personal areas, such as offices, but what will be done with shops and labs is unclear.

Apparently, facilities personnel will receive responsibility and training to clean classroom spaces. Faculty are not supposed to be responsible for cleaning classrooms, but there has been some confusion about this. Professor Zimmerman said that cleaning supplies for faculty areas and masks and gloves would be advisable, and invited Dr. Sabrina Ezzell to talk about the cleaning Health Careers personnel were undertaking. Dr. Ezzell said that there have been mixed messages from Albuquerque's campus. Departments are supposedly responsible for cleaning classrooms, but the Provost also said that facilities management would clean them. Dr. Ezzell and her department are cleaning their own frequently-touched surfaces, such as doorknobs and light switches. Faculty were apparently supposed to clean breakrooms and common rooms as well. Dr. Ezzell recommended contacting Mr. Ron Petranovich directly, as she had had to do so to get appropriate signage. She added that apparently facilities management would be cleaning hallways. Ms. Stafford said in chat that library staff is supposed to be cleaning the library spaces, but they have not received training in doing so.

The discussion wrapped up by stating faculty members' concern that we needed to focus on teaching, scholarly work, and service, rather than cleaning.

**INFORMATION**

**RANK, TENURE, AND PROMOTION**

**PROFESSOR JOHN ZIMMERMAN**

**DISCUSSION**

Professor Zimmerman began the discussion by saying that he wanted to compile a list of faculty questions and concerns about rank, promotion, and tenure. Part of the problem is that Section F of the handbook, Section B of the handbook, and the Provost's recent message about the tenure process all state different things. Clarifying what is actually meant would help prevent some of the concerns now floating around.

(At this point, the four division chairs stepped out as they had another meeting to attend).

Professor Zimmerman emphasized that the information we will gather also pertains to lecturers. There is not a standardized process for promotion for lecturers, and at Albuquerque's campus, they do not understand the qualifications or certifications for a faculty member like Professor Chris Chavez, despite his long service and teaching record at UNM-Gallup.

Professor Zimmerman said that he will try to invite Dr. Finnie Coleman, President of the Faculty Senate, or someone from the Committee on Governance or Academic Freedom and Tenure on main campus to address the discrepancies. These discrepancies include Section F of the handbook saying to refer to Section B. Section F does not list teaching as the most important requirement for branch campuses. Section B.1 talks about teaching, scholarly work, service, and personal characteristics. In order to receive promotion and tenure, a faculty member has to be excellent in either teaching or scholarship, and at least effective in the other categories. Even if excellent in teaching and scholarship, if someone is not acceptable in service, they could be denied tenure or promotion. The Provost said that for branch faculty, teaching and service are the most important aspects, but this is not in the handbook. This is confusing, and other miscommunications have gotten in the way in the past.

Professor Chris Chavez pointed out that CCTE faculty have been eliminated from any promotion process, Professor Joe Sanchez was the last to be promoted, by a former Dean rather than the current administration, and this promoted him to the terminal end of the ranks. This does not follow the process as commonly understood. Promotion is the only option for the CCTE faculty to receive raises, so clarifying and understanding it is important. One faculty member asked whether we can do a lecturer raise and promotion in-house? The answer was that we should try to develop a structure where everybody feels supported and everybody feels mentored.

Another Assembly member asked whether the union was being involved in these processes, and whether such procedures as workload, promotion, or pay would be bargained over. Professor Zimmerman said that this was correct, and that early in the summer he had sent an e-mail about workload, which he had written himself. The UNM-Gallup administration would like to drop our branch's workload to 4-4, but the Albuquerque campus administration is not in favor. Promotion and tenure are being delayed in bargaining because of COVID-19, which had to be addressed as an immediate health and safety issue. This semester, promotion and tenure will shift towards the center of the bargaining.

The next suggestion was for clear, articulated guidelines for rank, promotion, and tenure; the add-in by the Provost is not clear enough. This faculty member also suggested that we need to expand the definition of scholarship. Albuquerque's campus thinks in terms of books, journal publications, artistic shows, and conference presentations. We should have work in retention and curriculum brought in. The Senators need to start the process of adding clear standards to Sections F and B in the handbook. Finally, we need to clarify the mentorship process—annual reviews do not usually provide this advice—and to address the long-term impacts of COVID-19 on the scholarship of women. The faculty member was particularly concerned that the tenure clock extension might mean that more work is expected of those subject to the lengthened time period. Another faculty member acknowledged that the mentorship issue is largely based on luck; if new faculty have no one to advise them, they are currently left out of the process.

A faculty member who had been through parts of the tenure process said that at the time, the Dean of Instruction's office had had a solid administrative structure; the Dean's office should provide clear instructions for everyone who has Code 3 and Code 6 dossiers due. Another faculty member asked for specific recommendations to pass along to the Dean's office. The tenured faculty member recommended training held the year before the dossier was due—training on the paperwork, timeline, and answers to common questions. The point person who would lead the training should also make themselves available by e-mail in the future.

Another faculty member asked how we can be expected to support top-notch scholarship with a 5-5 teaching load per semester, and what the long-term solutions to support scholarship would be. There were also suggestions for differentiating UNM-Gallup faculty from Albuquerque campus's requirements that do not fit, and addressing equity issues with promotion in regard to the intersection of race/ethnicity/gender, especially with our CCTE faculty. They have been historically left out of the considerations that other full-time faculty receive.

Professor Zimmerman ended the discussion due to lack of time at this point. He asked Assembly members to send him concerns by e-mail if theirs had not been addressed.

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
DISCUSSION		

**Professor Zimmerman asked for committee reports:**

**UNM-G Senator to Albuquerque:** Dr. John Burke said that the next Faculty Senate meeting will be next Tuesday. There has been a survey about what faculty at the different campuses want. He offered to take faculty questions to the Senate, such as what they would want to tell Garnett Stokes or the Provost, and what they would want the Faculty Senate to take on as an added agenda item. Dr. Finnie Coleman has asked to add branch campus issues as a working item for this academic year.

**Budget Review Committee:** Dr. Bruce Gjeltema, the chair, reported that they will ask individual faculty members for concerns or suggestions having to do with the budget for next spring. The committee also wants to do a survey next fall. Our branch already has a budget cut, and the committee thinks more cuts will come in January. Individual faculty members should bring any information they have about budget cuts or savings to Dr. Gjeltema or the Budget Review Committee.

**Teaching Excellence Committee, Constitution and By-Laws Committee, CARC, Faculty Committee on Student Affairs, Strategic Planning Committee, Distance Learning Committee, Adjunct Affairs Committee:** These committees had no report.

**Curricula Committee:** Dr. Carolyn Kuchera, the chair, reported that the committee had had a meeting that Friday morning; that was when they approved the Forms B and C that the Assembly voted on. They could use two more committee members. She talked about how the committee will review the upcoming Process Technology program and program reviews in Carpentry Technology, Criminal Justice, Organizational Management, and Environmental Planning and Design. Professor Zimmerman asked whether any division needs more representation on the committee, and Dr. Kuchera replied that they could use another member from Business & Applied Technology.

**Library Committee:** Ms. Cecilia Stafford reported in the chat that the committee hasn't met; they need members and a chair. Professor Zimmerman urged people to apply to be chair if they are experienced faculty, and in general to join the Library Committee.

**INFORMATION**

**ANNOUNCEMENTS**

**VARIOUS**

Professor Zimmerman asked new faculty present at the Assembly meeting to introduce themselves at this point, as they had not had the chance before. First was Dr. Jordan Balaban, who introduced himself as a physiologist, and said that he will be teaching Anatomy and Physiology courses.

Professor Jacob LaCroix then introduced himself as local faculty who had just completed his service in the Fire Department in Gallup, and retired in July. He will be offering EMT classes to our students.

No other faculty had announcements, so Professor Zimmerman thanked the faculty for coming. He also thanked the Ops Committee members for their work so far.

**ACTION ITEM**

**ADJOURNMENT**

**I move to adjourn.**

**Motion:** Matt Mingus

**Seconded:** Yes

**Vote:** Unanimous

**Motion Carried:** Yes

**Meeting adjourned at 1:59 PM, by Faculty Assembly President Professor John Zimmerman.**

**Recorded by:** Keri Stevenson, Faculty Assembly Secretary, on August 21<sup>st</sup>, 2020