

2002/3

Meeting of the University of New Mexico-Gallup Faculty Senate
Thursday, 15 August, at 4:30 PM in Gurley Hall B205-207

2002

The Senate approved by acclamation a deviation from the ordinary meeting date.

The Senate approved by acclamation the election of Mike Volz as parliamentarian.

The Dean reported on current enrollments and on a Rural Utilities grant received from the United States Department of Agriculture

The President of the Senate reported that the Professional and Cultural Development Committee has \$30,000 to support professional development activities on the part of faculty and staff. He also reported on the activities of the Student Outcome Assessment Committee which he will chair.

Anthony Mansueto reported on the activities of the Political Affairs working group. Its policy agenda will include passing the GO bonds which will be on the ballot this November which will support library and maintenance needs on campus, impact aid, formula revision, a review of the legal status and mandate of the college, special issues raised by the Nursing Program, academic freedom issues. We will also conduct workshops on organizing and lobbying, and work to build stronger relationships with both the local community and key political leaders, especially the new Governor.

Bruce Fredericks reported on the progress of the Middle College High School, which is opening on campus this semester. It currently has some 32 students enrolled. Discussion regarding the design of the program followed.

John Guffey reported on the Service Learning Corps and asked faculty members to complete a service-learning checklist.

The Senate reviewed a change in the policy governing Topics courses and amended the proposal to read as follows: "Any topics course offered for two or more consecutive semesters must be submitted to the Curriculum Committee for approval as a regular course or for approval for one additional cycle of two semesters."

Provost Brian Foster and his Deputy Richard Holder will hold a public meeting on the University of New Mexico-Gallup campus on Thursday, 22 August, from 3:00-5:00 PM in the Calvin Hall Auditorium.

The President of the Senate stressed the need for each department to be represented on as many committees as possible. Jim Sayres was elected Co-Chair of the Strategy Planning Committee.

The President of the Senate identified his priorities for the coming year:

- v Revision of the constitution and by-laws by the end of Autumn 2002
- v Evaluation of top administrators by the end of Autumn 2002
- v A review of rank and tenure policy.

v Articulation of student outcomes assessment with curriculum and program review.

A discussion of rank and tenure policy followed. Liz Gilbert moved that the discussion be referred to the departments with the results of the discussion forwarded to the Committee on Rank and Tenure. Anthony Mansueto amended the motion to have the discussion forwarded to the Senate. The motion passed by voice vote as amended.

The meeting adjourned around 6:30 PM.

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 20 September 2002, in Gurley Hall B205-207**

The Senate approved the minutes of the last meeting.

The Senate heard the report of the Interim Director. She reported that we have experienced a 13% increase in enrollment over this time last year. She reported that Campus Council is reviewing its role and sees itself as a clearinghouse rather than as a body charged with approving initiatives and policy changes. The Advisory Board has heard the report of consultants charged with assessing what would be involved in making UNM-Gallup an independent community college and seems unlikely to proceed with the initiative. The Interim Director has organized a Legislators Day for 23 September. Anyone may join the meeting after 10:30 AM. [Secretary's note: Dr. Miller informs me that after Monday's meeting with legislators, the board may well change its mind on this question of independence.] The Interim Director reminded the senate of the importance of the upcoming GO Bond election which will take place together with the general election in November and of the election of an independent college board on 4 February 2003. The filing date for candidates is 17 December 2002. Any citizen who is not an employee of the college is eligible. She suggested organizing a public forum for candidates. There will be a meeting between main campus and branch faculty on 18 October 2002 aimed at improving relationships.

The Senate received the written report of the Acting Dean of Instruction, which is hereby incorporated into these minutes. The Acting Dean reminded the Senate of the importance of civility.

The Senate heard the report of its President, which is hereby incorporated into these minutes.

The Senate heard the report of the Advisor to the Student Senate, which is hereby incorporated into these minutes.

The President of the Senate reported on the evaluation of senior administrators. Mike Volz was unable to procure the instrument used on main campus. Carolyn Milligan will attempt to procure the instrument developed by the AAUP.

The President discussed the status of committee rosters and asked chairs to send him a list of the members of their committees. The activities of the Center for Teaching Excellence have been suspended since they have been taken up by the Title III committee. The Handbook Committee will be revived and asked to address questions of rank and tenure policy, sick leave, grievance policy, etc. and to prepare a UNM-Gallup faculty handbook.

The President suggested that Senate host a meeting with a representative from the American Association of University Professors to discuss issues of Academic Freedom. There seems to be interest and the President will try to organize something.

The Senate heard and approved the report of the curriculum committee, including approval of the new courses described in the attached documents, which are hereby incorporated into the minutes of this meeting.

Discussion of the reports of the Professional and Cultural Development Committee and the Political Affairs Working Group was deferred due to lack of time.

Connie Casebolt reported on the need to fill our third seat on the UNM Faculty Senate and to have alternates designated for all senators. The President will appoint Floyd Kezele to function in these capacities unless additional names surface.

The Senate adjourned at roughly 1:30 PM.

Submitted 24 September 2002

Anthony Mansueto

Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 18 October 2002, in Gurley Hall B205-207**

Robert Hoffman was absent attending a faculty meeting in Albuquerque. Paula Watt, Vice-President chaired.

The meeting was called to order at 12:10 PM

The Senate approved the minutes of the last meeting.

The Senate discussed the possibility of changing the timing and improving the flow of, and customizing the questions included on, the ICES evaluations. Anthony Mansueto reported on a conversation with the Interim Dean of Instruction regarding these questions. She informed him that the evaluations cannot be returned prior to the time grades are submitted because of concerns regarding student confidentiality, but that members of the faculty are free to develop and administer their own mid-term evaluations. She said that she would attempt to improve the flow of evaluations to chairs and from chairs to faculty members. Evaluations can be customized down to the course level using the instructions in a handbook which departmental administrative assistants should have. This should be done when instructors sign the form authorizing the evaluations. Courses with more than one instructor must use the same questions, so faculty teaching such courses should meet together to decide which questions they wish to use. Faculty members present at the meeting asked for further clarification regarding the proper routing of the evaluations. Should they not go the faculty member first and then to the chair, so that faculty members can respond to issues raised by the evaluations? Do faculty have the option of not sharing the evaluations with their chairs?

The Senate discussed the question of faculty representation on the Middle College High School Council. Bruce Fredericks, Middle College Principal, explained that the Middle College by-laws provide for a self-perpetuating board. LaVerne Chischilly has been serving as a faculty representative and as a representative of local Native American communities. The council will review its membership after the new college advisory board is elected this winter and would be happy to consider recommendations from the Senate regarding faculty representation, but stress that the decision remains with the council, and that members must be supportive of the Middle College charter.

The Vice President reported on the evaluation of senior administrators. Carolyn Milligan has obtained an evaluation instrument developed by the AAUP. Ken Roberts, chair of the Ethics committee was asked to appoint a subcommittee to revise this instrument. There was discussion, but no decision regarding the possibility of including chairs in the evaluation.

The Vice President asked committee chairs, including those chairing institutional committees to forward to the President copies of their membership rosters. Mary Snaden has been elected chair of the Faculty Committee on Student Affairs. She requested input regarding revision of the Student Handbook. There was discussion of the proposal to appoint a committee to prepare a Campus Faculty Handbook. Some members of the faculty expressed reservations about defining rules and procedures too narrowly, and about withdrawing ourselves from the protection afforded by the main campus faculty handbook and the options for appeal it provides to members of the faculty who feel they have been wronged. Others stressed the need to centralize in one place information which is currently scattered. There is continued disagreement regarding the need to clarify Rank and Tenure expectations and regarding the proper locus for any such discussions. Further discussion and decisions were deferred until

the next meeting.

The Faculty Senate heard a request by Pamela Stovall to return to the practice of a two-day Fall Break at mid-term, to replace the current Veterans Day holiday and the extension of the Thanksgiving Holiday to include the Wednesday before Thanksgiving. Concern was raised regarding the loss of more than one week's Thursday and Friday classes, but it was pointed out that the break need not fall on those days. Concern was also raised about members of the Vocational and Technical faculty who teach high school students and must be here during any possible Fall Break even if the college students are not. Further discussion and decisions were deferred until the next meeting.

The Senate received the written reports of the Interim Director and Interim Dean of Instruction which are hereby incorporated into these minutes.

The Vice-President reported on the information session held by the American Association of University Professors.

The Chair of the Political Affairs Working Group reminded the faculty of the need to actively support the GO Bonds B and C which are on the ballot this November. The Bonds will support maintenance and library programs. Ken Roberts reminded the Senate that the last bond issue passed without the support of a single Gallup precinct.

The meeting adjourned at 12:55 PM.

Submitted 18 October 2002
Anthony Mansueto
Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 15 November 2002, in Gurley Hall B205-207**

The meeting was called to order at 12:03 PM

The Senate approved the minutes of the last meeting.

The Senate heard the preliminary report of the Constitution and By-Laws Committee, a copy of which forms an integral part of these minutes. The Senate accepted the preliminary report with the following amendments. First the Senate voted unanimously to create four seats on the Senate for part time faculty members, to be filled by election at the beginning of each academic year. Second, the Senate voted, with Ralph Casebolt, Mark Wilson, and Ed Seagle objecting, to increase the quorum for action to 30% of its voting members.

The Senate agreed informally to recommend to the Interim Director that two public fora be held for candidates for the new college board: one during faculty development week, aimed at faculty and staff and one during the second week of classes aimed at students and the larger community.

The Acting Dean of Instruction gave her response to questions raised at the last faculty meeting regarding the timing and flow of the ICES evaluations. A copy of the new policy is attached and forms part of these minutes. The Senate voted to accept the policy. A workshop will be held during Faculty Development Week to explain how to customize the evaluations for each course.

The Senate voted to change the academic calendar, replacing the Veterans Day Holiday and the Wednesday before Thanksgiving with a two-day Autumn break at the middle of the Autumn Semester. Mike Volz, Floyd Kezele, and Alyse Neundorf were opposed.

The Senate voted to accept the report of the Curriculum Committee, which is hereby incorporated into these minutes.

The President reported on the membership of the Search Committee which has been formed to advise the Provost in the appointment of a new Executive Director for the college. A copy of a memorandum listing the members is attached.

The Senate received an interim report on the evaluation of senior administrators. A subcommittee of the Ethics committee, with Anthony Mansueto as chair and Mark Wilson and Gary Caplan as members has been appointed and is working on the question.

The Senate heard a request from visiting faculty member Thomas Sileo for their help in administering a survey to students as part of a study design to support development of culturally sensitive HIV/AIDS education programs. Those with questions can contact him at extension 7754 or tsileo@gallup.unm.edu.

The Senate received the written reports of the Interim Executive Director and the Acting Dean of Instruction.

The President gave a brief oral report in which he announced that for now discussion of rank, tenure, and related issues, which have excited much interest but also considerable controversy, will take place in writing. Members of the faculty with an interest in the question

should submit papers to him for circulation and possible publication.

Submitted 22 November 2002

Anthony Mansueto

Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 17 January 2003, in Gurley Hall B205-207**

The meeting was called to order at 12:10 PM

The Senate approved the minutes of the last meeting.

Bruce Fredericks Reported briefly on the status of the Middle College High School and explained several forms which faculty who have students from that program in their classes will be asked to fill out.

Anthony Mansueto reported on discussions taking place within the Ethics Committee regarding its role on campus. He stressed that the committee is not a court of first resort for all interpersonal conflicts, but rather serves to safeguard academic freedom on campus and advises the faculty senate on ethical issues. Faculty members should attempt to resolve conflicts informally among themselves or with the help of their department chair or the Academic Dean. Only if this has not resolved the problem, and only if there is an ethical question at stake, should issues be brought to the committee. People who witness unethical conduct of which they are not the victims should, however, bring the issue directly to the attention of the committee. It is vitally important that all issues brought before the committee (or other authorities within the university) be kept confidential in order to protect both those accused of misconduct and those making accusations. Anthony Mansueto also distributed the sections of the UNM faculty relating to academic freedom and ethical conduct and suggested that in the light of recent challenges to academic freedom both nationally and from within the University of New Mexico that the faculty begin a period informal discussion on this question.

Mike Volz reported on progress in revising the by-laws and asked that the second reading of the revisions be carried out in the following manner: that the revised text be circulated to all voting members of the faculty and that when a majority have signed the revised text it will be considered approved. The Senate consented unanimously to this procedure.

Anthony Mansueto reported that the Political Affairs committee is considering which issues to bring before the upcoming legislative session and asked that all departments and other constituencies be represented on the 7th and or 17th of February when the college will be meeting with legislators in Santa Fe.

The Senate heard the report of the Interim Director. She discussed efforts at developing a master plan for the college, as well as proposed changes in the formula used to determine funding for the college. If the changes are accepted by the legislature the formula will be somewhat less sensitive to small changes in enrollment, and lower division courses will be funded at the same level at all institutions. She also clarified the state of discussions regarding the relationship between the college and the University of New Mexico as well as her position on this question, stating clearly that she does not favor moving towards independence at this time. She did not that progress is being made in securing more autonomy for the college in such areas as hiring support staff and increasing the amount the college can spend without main campus authorization from \$100 to \$1000. She also asked that faculty cooperate with efforts to keep smoking areas away from doors and windows. Mike Volz asked that adequate receptacles be provided for cigarette butts.

The Senate received the written report of the Acting Dean of Instruction.

In lieu of giving a report the President of the Senate asked Anthony Mansueto and Carolyn Milligan to report on the first of two fora for candidates for the new independent Local Advisory Board. They described the discussion which took place, which focused on, among other things, academic freedom and the college's relationship with the University of New Mexico.

Carolyn Milligan reported on the interest of KGLP in expanding local programming which taps into faculty interests and expertise and promotes discussion of critical issues facing us locally and globally.

John Guffey reported on developments in Service Learning, informing faculty of an upcoming seminar and grants which are available to support development and implementation of courses which involve a service learning component.

Submitted 22 January 2003
Anthony Mansueto
Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 21 February 2003, in Gurley Hall B205-207**

The meeting was called to order at 12:10 PM

The Senate approved the minutes of the last meeting.

Jim Sayers delivered a report on the activities of the strategic planning committee, outlining what he sees as issues the college faces in its planning process. The essence of this report is contained in the attached written document. Issues were raised by various members of the faculty regarding the role of the Faculty Senate in the planning process, which some believe to be insufficient, and the relationship between our strategic planning process and outside authorities such as the University of New Mexico, and the state and federal governments.

Tim Karpoff, a consultant retained by the administration to assist with strategic planning explained his approach and invited faculty to meet with him on 14 March 2003 Noon. The faculty agreed to do so.

Samir Wahid delivered the report of the Curriculum Committee, which recommended approval of several minor changes to Business Technology courses, proposal by the Education Department having been withdrawn. The changes were approved without dissent.

The Ethics Committee reported on the process it had developed for evaluation of senior administrators. During the ensuing discussion some members of the faculty raised concerns regarding the content of the evaluation instrument and the timing of the evaluation. Some believe that because one of the administrators to be evaluated is a candidate for the position of Executive Director that the use of this instrument, and possibly of any evaluation instrument at this time, would create room for legal actions which might disrupt the search or distort its outcome. The faculty voted with one person dissenting to withdraw the evaluation at this time.

Anthony Mansueto delivered the report of the Political Affairs Committee and asked the faculty to endorse Senate Joint Memorial 30/House Joint Memorial 40, *Affirming Civil Rights and Liberties and Declaring Opposition to Federal Measures Which Infringe on Civil Liberties*, as well as the administration's efforts to secure the best funding package possible for the college. The faculty voted unanimously to support both efforts.

Mike Volz reported on the work of the Constitution and By-Laws Committee and recommended that in the light of the foregoing discussions that the committee's earlier proposals be tabled. The faculty agreed to do so.

Linda Thornton reported on plans for an Open House on 10 April, which the faculty voted to support.

Liz Gilbert asked that the Operations Committee consider placing the reports of the administrators at the beginning of the meetings so that they are not present throughout the Senate's deliberations.

The Interim Director spoke on highlights of her report, the written text of which is hereby incorporated into these minutes.

The Acting Dean spoke on highlights of her report, the written text of which is hereby

incorporated into these minutes.

The meeting adjourned at approximately 1:45 PM.

Submitted 28 February 2003

Anthony Mansueto

Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 4 April 2003, in Gurley Hall B205-207**

The meeting was called to order at 12:10 PM

John Guffey and students from the Service Corps presented a resolution opposing the War in Iraq. After some debate, the Senate voted to table the resolution.

Anthony Mansueto presented a resolution directing the officers and administrators of the college not to enforce the USA Patriot Act. After some debate, the Senate voted to table the resolution.

The Senate heard the report of the Curriculum Committee. Anthony Mansueto moved to amend the report to strike all Education courses from the proposed A.A.S. in Library Science. After some debate the report was divided and everything except the proposed A.A.S. in Library Science was approved unanimously. The proposed A.A.S. in Library Science was then considered separately and, after some debate, was approved by the Senate.

Discussion of proposed changes to the Constitution and By-Laws was postponed until the next meeting.

The Senate voted not to participate in the Faculty and Staff Awards process this year. The criteria for making such awards will be examined over the course of the next year.

The Political Affairs Working Group will deliver a written report by the end of the year. The Campus Council will begin consideration of a unified campus legislative agenda for the next session at its meeting on 9 May. If you would like something included on the agenda, please submit your ideas to the Political Affairs Working Group prior to its meeting on 6 May.

The Report of the Interim Director was presented in writing and is hereby incorporated into these minutes.

The meeting adjourned at approximately 1:30 PM.

Submitted 11 April 2003

Anthony Mansueto
Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, 25 April 2003, in Gurley Hall B205-207**

The meeting was called to order at 12:05 PM

The Senate approved the minutes of the last meeting.

The Senate approved the Report of the Curriculum Committee

The Senate heard the Report of the Constitution and By-Laws Committee. A motion was made to approve the report, but then withdrawn. A motion was made and seconded to ask the committee to scrap the changes recommended by the committee, continue operating under the current Constitution and By-Laws and direct the committee to carry out a line-by-line review and revision next year. The motion passed by 10-7. The President will query the Ethics Committee regarding its conformity with the current by-laws.

The President noted the for a currently taking place for candidates for the position of Executive Director of the University of New Mexico – Gallup and urged faculty to attend and send their comments to the Provost.

The Faculty heard the report of the Nominations Committee, which presented the following candidates:

President: Robert Hoffman

Vice-President: Paula Watt

Secretary: Mary Snaden

Operations Committee: Carol Frick, Kathy Head, and Fran Pawlowski.

Nominations Committee: Norm Smith, LaVern Chischilly, and Pamela Stovall.

Since this implied that the current President would continue to serve, the Senate discussed how the seat on the Operations Committee which is to be filled by the Past President should be filled. Helen Zongolowicz mentioned that in the past the current Past President had just continued to serve. Carol Milligan agreed to do so. One additional person, Floyd Kezele was nominated for the Operations Committee, creating a contested election. The Senate elected the persons running uncontested by acclamation and elected the following persons to the Operations Committee by secret ballot:

Carol Frick

Kathy Head

Fran Pawlowski

Floyd Kezele

The Senate heard Jim Sayers recommendation that support for Developmental Education be added to the University of New Mexico – Gallup's strategic planning goals. The Senate voted to support his recommendation.

The reports of the Interim Director and Interim Dean of Instruction were presented in writing and are hereby incorporated into these minutes.

1:15 PM.

Submitted 25 April 2003

Anthony Mansueto
Secretary