

Faculty Assembly Meeting

MINUTES

APRIL 21, 2017

12:31 PM

CALVIN HALL 248

MEETING CALLED BY:	Dr. Lora Stone, Faculty Assembly President
MINUTES TAKEN BY:	Shirley Heying, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, Shawnadine Becenti, Stephen Buggie, John Burke, J. Alonso Cabriales, Chris Chavez, Lilia Cuciuc, Sonya Damon, Robert Encinio, Sabrina Ezzell, James Fisk, Robert Galin, Kathleen Head, Rachel Hewett-Beah, Shirley Heying, Rob Hunter, Tom Kaus, Joe Kee Jr., Floyd Kezele, Carolyn Kuchera, Carmela Lanza, Tracy Lassiter, Frank Loera, Jonathan Lumibao, Matt Mingus, Arun Muthaiyan, Vickie Olson, Chris Platero, Smita Rashid, Joe Sanchez, Kamala Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Lora Stone, Michael Williams, Gayle Woodcock, and John Zimmerman.
GUESTS:	Jayme McMahan

ACTION **APPROVAL OF AGENDA** **DR. LORA STONE**

DISCUSSION	
<p>I move to approve the amended agenda for today's April 21, 2017 UNMG Faculty Assembly meeting.</p> <p>Motion: Rachel Hewitt-Beah Seconded: Yes Discussion: Dr. Matt Mingus noted that we need to amend the agenda for today's meeting by specifically adding the Discussion/Action Item explicitly listing all of the Curricula Committee proposed approvals that must be voted on today, including Form B approvals for Sustainability Studies SSUT250, as well as WLDT 104, 112, 120,205, 212, 230, 241 and 251. The committee would also like to specifically add three Form Cs for an AAS in Welding Technology, a Certificate in Welding Technology and an AS in Medical Lab Technology. Voice Vote: Unanimously approved Motion Carried: Yes</p>	

ACTION **APPROVAL OF MEETING MINUTES** **DR. LORA STONE**

DISCUSSION	
<p>I move to approve the minutes from the March 24, 2017 meeting of the UNMG Faculty Assembly.</p> <p>Motion: James Fisk Seconded: Yes Discussion: None Voice Vote: Unanimously approved Motion carried: Yes</p>	

INFORMATION **FACULTY ASSEMBLY PRESIDENT'S REPORT** **DR. LORA STONE**

DISCUSSION	
<p>Faculty Assembly President Dr. Lora Stone reported on the following:</p> <p>1. Dr. Stone reminded faculty that CEO Christopher Dyer had sent out information on the UNMG Childcare Center a few weeks ago and that faculty in attendance today will have a chance to comment on the information he provided in a more formal way during the Executive Session of today's meeting.</p>	

2. Dr. Stone reported that no formal response was received from the administration regarding the memo that was sent out that requested a campus-wide budget committee, but there is general support for it. There is some confusion about the committee, but we will continue to move forward with this move to establish a campus-wide budget committee in the next academic year.

3. The branch Campus Task Force that has been re-writing Section F of the Faculty Handbook is still working on section F90. There is more information available in the Dean's report that was sent out prior to today's meeting. Dr. Stone will go through that report a little later on today, highlighting a few of the important points in the report just so everyone has all the information.

4. Faculty Assembly Elections will take place later in our meeting today. We have representation from all areas and divisions on campus.

5. Dr. Stone finished her report by thanking the faculty for the opportunity to serve as Faculty Assembly president for the past two years. She thanked all the committees and operations committee members for all of their continued work and professionalizing our Faculty Assembly. She also thanked the UNMG administrators, student services director and staff who attended the meetings, and for all who helped us make quorum for all of the meetings these past two years.

Dr. Stone then turned the floor over to Jayme McMahon, Director of Students Services.

INFORMATION

STUDENT SERVICES REPORT

JAYME MCMAHON

Jayme presented the following report to faculty in attendance:

1. Dates and Deadlines: Jayme reminded faculty that final grade entry for spring semester 2017 opens on May 5, 2017 at 5:00p.m. and closes May 18, 2017 at 5:00p.m. She asked that faculty please enter final grades before the final deadline. Graduation is scheduled for May 13, 2017 at the Gallup Public School Stadium. Jayme will send out more detailed information to faculty as the date draws nearer because the staging area is going to be in different location. It will be in the playground at Roosevelt Elementary. All students and faculty participating in commencement and all those who will be on the stage will line up there in the playground to the north of the stadium. There will be no VIP room this year and so faculty should come dressed in their regalia and ready to go. Jayme asked that faculty park on Logan and Cliff in front of the school so that they have easy access to the staging area. Faculty and special guests will process in from the opposite side from last year. Jayme will send out a PowerPoint with schematics showing how the procession will move. She asked that faculty please arrive by 10:30a.m. at the latest. Dr. Buggie will be the Grand Marshall this year in honor of his retirement. More detailed information on commencement is forthcoming.

2. Mandatory Student Training for Sexual Misconduct Prevention: The training schedule is live on the UNMG web page. If faculty go to the UNMG home page, they will see there are several ways to link to see session dates. Jayme asked faculty to encourage their students to attend the trainings. In their first session, they trained about 50 students. Today they will train about 70 students and there are now students signed up through the entire schedule that is posted, which is good. If a student doesn't participate in the training in person by December, they will not be able to enroll in spring semester 2018 courses. Only new students will take face-to-face training in the spring of 2018 and all continuing students will have to take an online training each academic year until they graduate. Jayme, again, asked the faculty to encourage students to get the training done as soon as possible. There will be several training sessions in May and several in August and September. Jayme has emailed all students several times about the training. Students can go to UNMG home page and click the Grey Area link to register in advance for a training session. Jayme noted that so far, so good with the trainings and they will see what happens in fall. She then asked if faculty had any questions.

A question was raised regarding student confusion about having to pay for the training. Jayme responded that students do not have to pay at all for the training.

Another question was raised regarding whether students graduating in May 2017 would have to complete the Grey Area training. Jayme responded that it depends. If students are graduating in May with a certificate or Associate's degree and they have no plans to continue with UNM, then they do not have to participate in the training. If they are earning a certificate and continuing on to an Associate's degree, they do have to participate in the training. If students are going to continue their 4-year degree with UNM after earning an Associate's degree at UNMG or they are transferring to main campus in general, then they can take the training here or at main campus, but they will have to complete the training regardless. If they plan to continue or transfer to any other campus or institution, they can take the training there.

A question was asked regarding how Jayme's team monitors who completes the training. Jayme responded that it is tricky and the Department of Justice expects a 100% completion rate of UNMG students by December 2017. Jayme doesn't know that the 100% goal will happen. Right now students pre-register online and it goes into a secure spreadsheet. Students check in at the training session and then afterwards an attribute is linked to their Banner account, which students don't see on their end. The list Jayme's team has now will be different from what the DOJ sees in December 2017 because of enrollment functions and other items. At the end of September, Jayme's team will run reports to see which students still need the training based on attributes visible via their student Banner records. Students will be contacted if they didn't complete the training. They must take it by December 2017 or they will have a hold put on their account and they won't be able to register for spring classes. The training takes one hour for the full group session and then small group interactive sessions take only 15-20 minutes, so the whole training takes roughly 1½ hours total to complete.

A follow-up question was asked regarding when the next session will occur. Jayme, again, stated that it will be today at 2:00p.m. She reminded faculty that they can go to the UNMG website to see all future training dates. Jayme will work on printed marketing materials to advertise dates as well as there will be trainings once a week during the summer and numerous sessions in August. Jayme also plans to tie it into University 101 rather than the New Student Orientation (NSO) sessions.

A final question was asked regarding how many spring semester students enrolled have to go through the training yet. Jayme responded that they don't know at this moment, but they are trying to gauge student perceptions of resources and there are roughly 1,200-1,300 students right now that need to complete the training. Non-degree students don't count and those enrolled in fewer than 6 credit hours don't count either.

With no further questions, Jayme concluded her report by thanking everyone for their time and noted that she hoped to see everyone at graduation.

INFORMATION

CHIEF ACADEMIC OFFICER REPORT

DEAN KEN ROBERTS

Dean Roberts is attending an Academic Freedom & Tenure (AF&T) committee meeting in Albuquerque today; however, he emailed his report to all faculty earlier this week. Lora pulled up report on the projector at this point in the meeting and highlighted the following points:

1. Faculty Assembly: Dr. Stone first pulled up on the projector the UNMG Faculty Assembly website and pointed out all of the items available online, including agendas, minutes, etc. New dates and locations for future Faculty Assembly meetings for 2017-2018 will be coming out in August and will be available on the site. Dr. Stone noted that the Curricula Committee and Faculty Assembly agenda items are all available online on the site and she explicitly showed all of the links for each year's documents related to both Faculty Assembly and Curricula Committee.

2. Dean's Report: Dr. Stone reported that Dean Roberts is at a task force meeting working on Section B and Section F of the Faculty Handbook. Lora asked faculty to fully read the Dean's report that he emailed out earlier this week on their own. She also noted that due to legal issues and differing requirements, the committee working on Section B is trying to establish standard language regarding teaching in excellence.

**DISCUSSION AND
ACTION ITEM**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Matt Mingus, chair of the Curricula Committee, presented Form C for a Certificate in New Mexico Core. This is a 32-credit certificate that is built off of the core requirements for the State of New Mexico. All of these courses transfer to all other degree programs and institutions. This certificate was proposed by Jayme McMahon, Director of Student Services, because of difficulties students have had with transferring credits and making it to graduation. Most students working on their AA in Liberal Arts or AS in Science will be completing these requirements along the way anyway, so they would then get as certificate on their way to an AA or AS. Other community colleges have done the same thing, thus Jayme proposed it for our campus.

I move to approve the Form C for a Certificate in New Mexico Core.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

**DISCUSSION AND
ACTION ITEM**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Mingus next presented for a vote Form C for an Associate of Applied Science in Welding Technology. This is bringing back an AAS degree that used to exist here at UNMG, but that was phased out or on hiatus. Joe Sanchez suggested this degree be reinstated. It requires 6 credit hours of writing and speaking. Joe has been in contact with Dr. Carmela Lanza about these requirements. The Curricula Committee did make one change to Joe's proposal and that was that students can take either ENG100 or ENG110. When students complete this degree, they will be eligible for two levels of accreditation by the NCCER.

I Move to Approve the Form C for an Associate of Applied Science degree in Welding Technology.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

**DISCUSSION AND
ACTION ITEM**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Mingus next presented the Certificate in Welding Technology. It is a 36-credit certificate that articulates completely into the AAS degree in Welding Technology. It requires interpersonal communication and computer literacy courses with the rest of the coursework focused on welding.

I Move to Approve the Form C for a Certificate in Welding Technology.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

DISCUSSION AND ACTION ITEM

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Mingus next presented a final Form C for a change in the Medical Laboratory Technology program that is an AS program that was originally 71 credits, which is far too many for an Associate's degree. The credit requirements have been dropped to 61 credits and they have changed some of the requirements for general education and have cut back on some of the other credit requirements such as cutting the Social Sciences requirements from 6 credits to now only 3 credits. They have done the same with Humanities credits, dropping them from 6 to 3 credits and they dropped the Physical Education credits and changed one credit in their MLT core. All 61 credits articulate into a Bachelor's degree program on main campus and the AS degree helps students get jobs here in the community, which they have clearly demonstrated.

I move to approve the Form C for the Medical Laboratory Technology program.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

DISCUSSION AND ACTION ITEMS

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Mingus continued his presentation of curricula forms for faculty approval by presenting the Form B for Sustainability Studies 250, which is part of the Construction Technology program, but had been paused. This form brings back SSUT250 to the program.

I move to approve the Form B for Sustainability Studies 250.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

DISCUSSION AND ACTION ITEMS

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Dr. Mingus next presented Welding Technology courses as a bloc for approval. The courses include WLDT 104, 112, 120,205, 212, 230, 241 and 251. These courses are all part of the Welding Technology Certificate and Welding Technology Associate's degree programs. These courses need to be brought into being so those programs can exist.

I move to approve as a bloc the Form C for Welding Technology 104, 112, 120,205, 212, 230, 241 and 251.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

DISCUSSION

Professor Robert Galin, chair of the Constitution and By-Laws Committee of the UNMG Faculty Assembly, noted that the committee has started to update the Constitution and By-Laws. At this time, there was one change in the constitution itself and that is I-B (Rights and Responsibilities). The committee added language to point (a) under I-B to reflect shared governance. Any other changes to the By-Laws came from Faculty Assembly committee chairs. Rob sent out the updated by-laws earlier this week asking for any additional changes or comments. Nobody responded, so the version Rob presented at today’s meeting is the most current version. However, a faculty member pointed out that the version handed out today may not be the updated one. After reviewing the handout, Rob concurred that this is not the current version and consequently, asked that the approval of the updated UNMG Faculty Assembly Constitution and By-Laws be tabled for an approval vote until the September 2017 Faculty Assembly meeting. John Zimmerman also noted that the long-range committee changes are not reflected in this document. John will send out a definition of shared governance so that we have it in print for our constitution.

I move to table the vote to approve the updated UNMG Faculty Assembly Constitution and By-Laws until the September 2017 UNMG Faculty Assembly meeting.

- Motion:** Matt Mingus
- Seconded:** Yes
- Discussion:** None
- Voice Vote:** Unanimously approved
- Motion carried:** Yes

DISCUSSION

Dr. Stone continued the meeting by opening the floor to discussion and formal comments in order to have a more formal record of positions on various issues at UNMG. Dr. Stone noted that Dr. Dyer was not in attendance today to offer his report and to discuss vital budget information. This discussion is a chance to anonymously and formally record faculty comments in the minutes. All administrators are being reviewed at this point in the year and Dr. Stone stated the importance of having our concerns on record. She does not recommend another memo to the CEO Dr. Dyer at this point and she then opened the floor for comment:

A faculty member shared the disappointment in the executive team not being here at today’s meeting. Faculty are upset that CFO Rick Goshorn is not here and has not been at most Faculty Assembly meetings this year. He essentially dropped the bomb about the budget and he is not here to discuss it further or to field questions. He is not doing a better job of communicating and is not consistent with shared governance or communicating with faculty. Dr. Stone responded that she hopes the campus-wide budget committee may help with this, but we need to push for that committee. She further noted that Rick likely does not oppose the committee idea. Another faculty member asked where CEO Dr. Dyer is today. Dr. Stone stated that she is not sure, but knows he is worried about a no-confidence vote. She furthered that there may be things happening that we are unaware of regarding Dr. Dyer’s future as CEO at UNMG.

Another comment was made that administrators come and go, which is evident in the multiple turnovers in administrators that UNMG has had over the past few years. We need to reconcile to that reality and the Faculty Assembly has to forge a stronger demand to play a stronger role in campus decisions. We need to be unified in our efforts. We need to figure out a way through shared governance to be more forceful and not just accept decisions made solely by the administration. A faculty member noted that s/he communicated with Rick Goshorn about budgets in relation to long-term planning and Rick complied in providing the requested information. Dr. Stone reiterated that the campus-wide budget committee is an important way to move forward in these efforts.

Another faculty member shared disappointment in Dean Roberts, who emails written reports and always seems to have an excuse to be on main campus when we have our Faculty Assembly meetings. It seems there have never been so many Deans' meetings on main campus in the past. The faculty member opined that while the Dean is likely doing good work, trying to get a meeting with him at UNMG is difficult. This faculty member has tried to meet with the Dean several times, but the meetings keep being cancelled by Dean. This seems to be a concern across the board.

A concern was raised next regarding budget issues. The faculty member asked if any other information about the childcare center has been provided. Dr. Stone noted that the information that Dr. Dyer sent out to everyone is all that was sent and provided. The information confirmed that the childcare center is costing \$100,000 per year to operate. We need to think about that. A faculty member asked if Dr. Stone heard from Dr. Dyer about the campus-wide budget committee and she responded that she did not receive a response from him. Dr. Stone assured faculty that she will work with the incoming Faculty Assembly president on pushing the campus-wide budget committee formation forward and to try to see if they can meet sometime before the end of the spring 2017 semester.

An additional faculty member wanted it to be on record that is unacceptable that the report Dr. Dyer eventually presented to faculty regarding the childcare center was provided 6 months after it was requested. And the report that was provided does not fulfill all requests and yet, it was still 6 months late. That is unacceptable, as is the \$2,300 spent for each child in childcare center.

Regarding the budget, another concern was raised about things being dire at UNMG. A faculty member asked if there is a plan in place for the budget cuts because many are worried about their jobs and it is causing a lot of anxiety. Dr. Stone responded that she has no further information and faculty should contact Rick Goshorn or any other administrator about their concerns.

Another question was raised regarding calling a special meeting of the Faculty Assembly regarding the dire budget situation. Dr. Stone said that it could be done, but suggests faculty wait until September after the summer break when more information should be available. A suggestion was made that a motion be made that the incoming Faculty Assembly president hold a special session. Dr. Stone responded that she is not sure that our energy would be best used in this way.

Another comment was made about the CFO's report and how he appeared to be asking faculty where to cut costs. One faculty member suggested that the elephant in the room is to cut the childcare center. Dr. Stone shared that CFO Rick Goshorn will answer emails and faculty should contact him directly if they have questions. Rick did ask Dr. Dyer to release the financial information regarding the childcare center. Another faculty member asked if Dr. Dyer is the sole person that decides on the childcare center. Dr. Stone said they are working on a resolution regarding the center and that there will be some announcements in the next couple of weeks regarding who oversees it.

Another comment was offered regarding the childcare center and that the issue is tough one. The faculty member opined that we will be back to square one if we close it. The center does have a waiting list of families who want to enroll their kids and who would pay nearly the full amount. We need to educate our students on using both the childcare and educational training elements of center. We need to authorize more placement of children from the community and it is a good teaching tool for the future to help bring money in for our campus. As more students are educated on using it, the center can bring in more income.

Another comment was made that 50% of the child spots at the center do not go to our students' children and there are reporting flaws as well. A question was asked regarding whether this is the best use of our funds if the center only serves less than 1% of our student population and we are paying \$2,000-3,000 of losses per child. Would it be worth it to make a recommendation for the future of childcare center? Another comment was made about how education faculty should be involved in the childcare center and were in the beginning, but now are not. Student Services should be involved because they know our students well. It was suggested that the childcare center oversight be shifted to Student Affairs and then we can figure out the best practices and accountability for the center. Another comment was made that the childcare center is an example of how faculty really don't have shared governance on this campus. If

we had shared governance, we wouldn't be trying to solve this childcare issue right now. We need a daycare, but the one we have is not what we need. People were not asked about this. It was decided that UNMG would go with this model without involving us. Maybe we can salvage this and turn it around, showing it as shared governance.

A faculty member noted that shared governance is our failure. The childcare center has been taken away from faculty and placed under the CEO, which was a bad decision. Another faculty member reminded faculty in attendance that Dr. Dyer did request volunteers to be on a committee focused on the childcare center. So, we had the opportunity to participate as a committee, but few faculty responded and volunteered. UNMG faculty suggested voting on a motion to transfer the childcare center to be under the supervision of Jayme McMahon, Director of Student Services, instead of under the direct supervision of Dr. Dyer, Chief Executive Officer. Another faculty member asked how Jayme McMahon would feel about this and that this motion should not be made without talking to Jayme first. With this in mind, the following motion was made regarding the faculty position on the childcare center at UNMG:

UNMG Faculty Assembly moves to request that the Long-range Planning Committee approach Jayme McMahon and get her input on moving the childcare center under her supervision in Student Services and asking her to take charge of it.

Move: Lora Stone

Seconded: Yes

Discussion: Faculty offered that this is a good idea and asked if Jayme agrees, can we move forward to move this under her purview? We will see what happens after speaking with Jayme and will discuss her response at the next Faculty Assembly meeting in September 2017.

Voice Vote: Unanimously approved

Motion carried: Yes

Faculty continued their discussion of issues and raised a concern regarding the rushing through of the Dean hire. Turnover at the top will continue. January 1st start date will rush the search process. It was suggested that the hire date be changed to reflect a start date in July 2018. A question was asked regarding what the situation will be when Ken, the current Dean, retires in December. It was suggested that perhaps Division Chairs would rotate through the position or that Jerry Dominguez from main campus may come through. Another faculty member shared that we want the largest pool of candidates possible and if they rush this search through, that won't happen. Another comment was made that Ann Jarvis, chair of the Dean search committee, should be consulted first.

Another concern was raised regarding faculty searches and what is happening with those given the budget cuts. A follow-up question was asked about the flexibility of extending the Dean's search if the committee is not happy with pool. This is likely, but the start date is not flexible once it is stated and advertised publicly in the job posting. We can extend a search, but we cannot change the start date once it is set.

Another question was raised about whether the ad for the Dean's position has been posted. It has not. They are waiting until August to post it. Dr. Stone suggested that committee members informally address this issue by holding a meeting of the Dean search committee to discuss it. She further suggested that Dr. Stone and the incoming Faculty Assembly president ask Ann Jarvis to send any updates via the faculty listserv. Ann may respond that Dr. Dyer is the hiring authority and therefore, she cannot provide any information, but we can ask her. Another faculty member also suggested that a meeting be called of the Dean's search committee and that it be done in the next 4-5 days. It is important to call a meeting before the semester is over to ask what the status of search is. Faculty are concerned that we will have an unsatisfactory candidate pool and should consider asking for an extension of the search. Dr. Stone will write a formal memo regarding this issue.

Another concern was raised that the people who could answer important questions faculty have are not here at the meeting today and that there is also concerns that the budget issues were in the local newspaper and we first heard about it in the paper rather than directly from administration. Dr. Stone shared that she had requested the 40-page budget from the CFO and is waiting to receive it. Another comment was offered regarding how we, as the Faculty Assembly, should require the physical

presentation of our administrators at 75% of the Faculty Assembly meetings throughout academic year and that some sort of attendance be taken. Another comment was made that the administrators' (CEO, CFO, CAO) lack of presence is creating a lack of confidence. Another recommendation was made that on the Dean search committee that they should include in the job description the presence of the Dean at Faculty Assembly meetings be required at a certain amount. Dr. Stone responded that the majority of faculty work on campus Monday through Thursday, with exception of vocational staff, and so this could be difficult. Given the discussion regarding the absence of the administrative team at the Faculty Assembly meetings this 2016-2017 academic year, the following motion was made:

I move that the UNMG Faculty Assembly expects all administrative team members to be at all meetings and all decisions on UNMG priorities be done in shared governance and in consultation with UNMG faculty.

Move: Matt Mingus

Seconded: Yes

Discussion:

Voice Vote: Unanimously approved

Motion carried: Yes

With this final motion, the discussion section of the meeting came to a close and Dr. Stone turned the floor over to Dr. Kamala Sharma.

DISCUSSION AND ACTION ITEMS **NOMINATIONS COMMITTEE** **DR. KAMALA SHARMA**

DISCUSSION

As chair of the Nominations Committee for the Faculty Assembly, Dr. Kamala Sharma announced the following winners of the 2017-2018 Faculty Assembly and Nominations Committee Elections:

President: Robert Galin

Vice-President: Lewis Gambill

Secretary: Keri Stevenson

Operations Committee Members: Antoinette Abeyta, Sabrina Ezzell and Tracy Lassiter

Faculty Assembly Senator to Main Campus: John Burke

Parliamentarian: Robert Encinio

Nominations Committee: Florentine Smarandache, Elvira Martin and Gayle Woodcock

TRANSITION ITEM **DR. LORA STONE**

DISCUSSION

Upon hearing the election results, Dr. Stone officially turned the meeting over to the new Faculty Assembly President, Robert Galin.

INFORMATION **COMMITTEE REPORTS** **COMMITTEE CHAIRS**

DISCUSSION

Professor Galin asked for committee reports:

UNMG Senator to ABQ Faculty Senate, Antoinette Abeyta: Antoinette had a few things to share that do affect our campus. First, the Board of Regents and main campus administration have agreed that the UNM seal is culturally and ethically inappropriate. The process of updating the university seal is very expensive and lengthy. Right now, there is a regalia option that has no seal or the commercial seal with UNM. The seal change will be an ongoing process until a formally-approved seal is established. In another item, House Bill 108 passed, which affects the UNM higher education core curricula. They have removed the essential skills portions. In other updates, there is a response from regents about UNM becoming a sanctuary campus. We cannot ban ICE from coming onto our campus. Another major issue is that New Mexico Governor Martinez line-item vetoed all higher education funding. As of March 2017, UNM main campus is \$11,000,000 in the hole. The overall plan is

to not react year-to-year. We need to create long-term plan. There has been a 7% drop in appropriations and now even more is likely. The Faculty Senate on main campus will meet next Tuesday to discuss that issue further. Antoinette suggested that faculty contact their congressional representatives to advocate for higher education. Main campus is looking at cost-cutting measures that could affect our campus such as a 4-day work week during summer hours. Right now, they are going through prioritization of the budget and where funds should be allocated. In other news, faculty have a 97% completion of DOJ training. If you are part of the remaining 3% who have not yet completed the training, please complete it as soon as possible.

Budget Review Committee: Dr. Stone mentioned it has been hard to get budget information. She attended the CFO's advisory committee, which consists of Dean Roberts, Jayme McMahon, Sylvia Hunt, Ron Petranovich, and was told that all information was confidential and thus, could not be shared with faculty or staff. Dr. Stone hopes a campus-wide committee will help address the budget issue because there is currently nothing to report despite Dr. Stone attending the meeting.

Committee on Teaching Excellence: Nothing to report

Constitution and By-Laws Committee: Nothing to report

College Assessment Review Committee (CARC): Tom Kaus presented in the division meeting and contacted Nicky Mitchell, Director of Assessment on main campus. She will be coming to orientation week in August to do a workshop with faculty teaching core courses at UNMG.

Committee on Student Affairs: Nothing to report

Curricula Committee: Matt is going to be chair for another 2 years and Dr. Carolyn Kuchera will continue on as vice chair for another year. At the request of the Dean and after a lot of frustrating discussion, the committee voted to put the AAS and Certificate programs in Collision Repair on hiatus for one year because of funding and low enrollment. After a year of hiatus, the committee will request that the administration take some kind of action on either teaching it out or fixing it.

Ethics and Academic Freedom Committee: Nothing to report

Library Committee: Cecilia reported that the library is still in the middle of National Library Month. Jim Fisk and Dr. Maria Winfield will hold a workshop session on spotting fake news on Thursday, April 27 at 3:00p.m. in the library conference room and there will be snacks. Faculty and students are encouraged to attend. A fan fiction contest spear-headed by Jim Fisk will also be held and will have students write a prequel, sequel, extra chapter or some kind of writing to hone their writing skills. Winners will receive gift certificates to the UNMG bookstore. The due date is May 1, 2017 at noon. In the fall, the committee wants to hold an open house the week of faculty orientation week. The open house will include an introduction to databases and other library resources and to allow a peek at the new remodel of the library. There will also be an opening celebration when school starts. Other new things at the library include subscribing to Prep-Step, which has practice tests and skill-building activities in all kinds of areas such as practice tests for the nursing exams, education exams, etc. There will also be two interactive databases for anatomy and chemistry. Library staff will talk with faculty about these databases in the fall.

Long Range Planning and Resource Committee: John Zimmerman had a few items to report. The committee has been meeting and working hard going through the faculty survey that was sent out earlier in the year. They received feedback from all divisions at UNMG and John thanked faculty for their participation. The committee highlighted several specific areas for each division that seemed to be a primary focus. For Arts & Sciences, there are clearly IT issues that are of highest concern. John assured everyone that the committee is holding Jim Blackshear, head of IT, to established deadlines. The tutoring center is moving along, but they are keeping an eye on it because our students need this kind of help and this is one way all of our students can get this type of help in any area they are studying. For Health & Education, they are going through some changes re-writing the AA program; however, one of the main focus areas is working on building a 4-year degree program in elementary education so we start training local teachers in the future. The vocational-technical area is working on a brainstorming information session and they will work on establishing long-term plans and priorities for the future. There is concern that decisions regarding the vo-tech programs is being made by administrators higher

up who are not consulting the vo-tech faculty. John also reiterated that the committee had a long discussion on shared governance and he will send out the best definition of shared governance that they found and it can perhaps be further discussed in fall and added to the UNMG Faculty Assembly Constitution.

INFORMATION	ANNOUNCEMENTS	FACULTY MEMBERS IN ATTENDANCE
DISCUSSION		
<p>Rob asked current Arts & Sciences Division Chair Kathy Head to share some announcements she made in the Arts & Sciences Division meeting earlier this morning. Kathy first shared that the faculty of A&S overwhelmingly voted to confer emeritus status to Dr. Stephen Buggie, who is retiring after this semester. She also announced that she is re-retiring and that the new incoming Arts & Sciences chair will be professor Joe Kee.</p> <p>Rob thanked all of the outgoing officers and committee members and asked for a round of applause to recognize their service.</p> <p>Rob closed the meeting by thanking Dr. Lora Stone for her two years of service as Faculty Assembly President and presented her with a gift of pottery that was painted by UNMG student Alyssa Gchachu from Zuni Pueblo.</p>		

ACTION ITEM	ADJOURNMENT
DISCUSSION	
<p>Motion to adjourn.</p> <p>Motion: Matt Mingus Second: Yes Voice Vote: Unanimously approved. Motion carried: Yes</p>	
<p>Meeting Adjourned at 2:29pm. by Faculty Assembly President Dr. Lora Stone.</p>	
<p>Recorded by: Shirley Heying, Faculty Assembly Secretary on April 21, 2017.</p>	

Report to the Faculty Assembly
April 21, 2017

Professor Kenneth R. Roberts. Dean of Instruction.

With the agreement of the Faculty Assembly President, Dr. Stone, I will be attending the Academic and Freedom and Tenure Committee meeting on main campus, Friday April 21, 2017, to discuss several proposed changes to Section B and Section F of the Faculty Handbook.

The Section F Task Force feels that it necessary to pursue changes in the following areas:

1. Excellence in Teaching at Branch Campuses. Section B1.2(b) says "Excellence in either teaching or scholarly work..."
2. Define Professional Development for branch campuses instead of Scholarly Work?
3. Common criteria for excellence, effectiveness?
4. Section B2.2.2(a) defines Associate Professor as "Individuals who have acquired significant experience beyond the terminal degree..." Justification for tenure-track faculty with graduate degree but not necessarily terminal degree at branch campuses?
5. Technical Lecturer ranks listed in F90?

#1 above was the main topic of debate (without resolution) at the previous AF+T meeting, and #4 and 5 are to be presented to the AF+T on April 21.

I would like your thoughts on the following.

Until recently I was in favor of the above changes but I am no longer sure they are necessary. There has often been confusion as to what is expected at the branches, but the cause may not lie in the existing language or policies of the Faculty Handbook, but in the lack of supplementary division policies and procedures which could be used to guide our practice here at UNM Gallup, as in:

Faculty Handbook

4.3.1 Departmental Review and Recommendations

(a) ... The criteria (for review) are presented in this Policy **and in any supplemental policies within academic units.**

B 4.9.4 Performance Criteria: Deans shall require **each department or division to file a statement of criteria and procedures** for annual evaluation of the performance of tenured faculty members.

And

#1 and #3 *Excellence in either teaching or scholarly work.*

The Faculty Handbook Section B, states that for a successful review, faculty must be *effective* in all four categories (teaching, scholarly work, service, and personal characteristics) and *excellent* in **either** teaching or scholarly work.

The Section F Task Force has taken the position that for a successful annual review *excellence* in teaching should be required every year at the branch campuses.

Language proposed by the Task Force:

C. For evaluation of faculty for retention, branch community colleges will use the categories described in Faculty Handbook Section B1 except that excellence in teaching is required and professional development may be used in lieu of scholarly work.

I previously reported that AF+T does not accept that branch campuses can change the language of Section F to require *excellence* in teaching exclusively (Section F presently allows branches to *emphasize* teaching) and so overrule Section B. A change to Section B would be also be needed, something the AF+T is unwilling to support.

Trusting to the wisdom of the authors of the Faculty Handbook, I am no longer convinced that requiring *excellence* in teaching every year would be a healthy thing for our campus. In giving options, the authors of the Faculty Handbook perhaps recognized that to require someone to prioritize teaching for 25-30 years could lead to possible professional exhaustion and possible stagnation for both individuals and campus (of course it is possible to be *excellent* in both teaching and scholarship, but perhaps not every year.)

Adjective: effective

1. *Successful in producing a desired or intended result.*

So *effective* means that a person is meeting the expectations of the university. The task then becomes how to measure *effective* in teaching and scholarship. In teaching, we have the classroom evaluation instrument which would identify if a faculty member was performing in the *effective* range. In scholarship being *effective* could mean keeping current in the field by attending or presenting at conferences, maintaining or earning new industry certifications. Being *effective* is certainly not detrimental to the students or campus.

Adjective: excellent

1. *Extremely good; outstanding.*

Excellence in teaching could be measured by across-the-board peer classroom evaluations in the *excellent* range, innovation in pedagogy and/or designing completely new classes. *Excellence* in scholarship could mean publishing with all its rigors.

There is merit in giving faculty the flexibility to vary their priorities in annual performance goals, some years may be exceptional years for faculty in their scholarship, and other years in their teaching. Both enrich the campus.

B 4.9.4 Performance Criteria

Deans shall require each department or division to file a statement of criteria and procedures for annual evaluation of the performance of tenured faculty members. The criteria and procedures shall be consistent with the Faculty Handbook, reflect the standards of excellence and appropriate balance of teaching, research, or other creative activity, and service prevailing in the discipline and department or division, and have the approval of the department or division faculty and the dean.

The Faculty Handbook allows each department or division to determine what the criteria and standards should be for annual evaluation. We are close to finalizing each division's Performance Criteria which

will be the basis of all future Faculty/Chair Agreements. At the beginning of each year, a faculty member could identify their priorities/goals in either teaching or scholarship, declaring either *effective* or *excellence* as targets. The key to a defensible evaluation system is to have such targets against which to later measure annual performance.

A great deal of work is needed in defining what is *effective* and what is *excellent* in both areas of performance. To begin the process, I would suggest that every faculty member write two lists for their own discipline. It has been suggested that the branches all adopt the same standards for *effective* and *excellent* so we should be prepared to share. Perhaps there is a way forward without asking for major changes to the Faculty Handbook.

6. Technical Lecturers.

Since 2001 we have been laboring under the impression that there is a category and promotion track for Technical (Technology) Lecturers. The recent promotion application by one of our Technical Lecturers brought to light that there is no such classification. The Faculty Handbook lists only one category for Lecturer which, at first reading, seems only suitable for those holding traditional academic qualifications, a possible promotion *road block* for worthy Technical Lecturers (for clarity I continue to use the term Technical Lecturer as opposed to Academic Lecturer, the tenure track Technical Instructor ranks listed in Section F have fallen into disuse.) The Section F Task Force intends to request the ranks of Technical Lecturer I, II, III, be recognized and added to Section F.

There may be a more immediate and economical way forward: The Higher Learning Commission guidelines allow for *equivalent qualifications based on breadth and depth of experience outside of the classroom in real world situations relevant to the discipline in which the faculty member would be teaching*. When deciding qualifications and appropriate professional standards and accountability for promotion in the technical fields there are national credentialing organizations which can be referenced. For example in Welding there is the American Welding Society (AWS) and the National Center for Construction Education and Research (NCCER).

In Faculty Handbook C190:2 there are two categories of promotion within the rank of Lecturer I, that of Senior Lecturer and Principal Lecturer. Most importantly Senior Lecturer emphasizes *demonstrated professional excellence*. The university already recognizes, therefore, the need for flexibility when assessing valuable industry credentials. In addition, when making promotion decisions, departments are trusted to make judgements as to which faculty have made, and will continue to make, sound judgments in their professional areas.

Senior Lecturers:

(a) *Lecturers with at least five years of continuous service to the University at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills.*

(b) *Appointment at, or promotion to, the rank of Senior Lecturer represents a judgment on the part of the department, School or College, and University that the individual has made and will continue to make sound contributions in their professional areas. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.*

As the emphasis for Senior Lecturer is on service and professional excellence, I believe it is a suitable track for our Technical Lecturer promotions. I have forwarded to the Provost a letter of support for the promotion to Senior Lecturer of one of our technical faculty. If the argument outlined above is accepted by the Provost, a promotion route will be established for our Technical Lecturers without the need to change the Faculty Handbook.

But perhaps adding the Technical Lecturer I, II, III, ranks with promotion rubrics, would still be the cleanest path forward?

#4. Requiring terminal degrees for promotion to Associate Professor.

F.H.B 2.2.2 Associate Professor

(a) Individuals who have acquired significant experience beyond the terminal degree are appropriate for this faculty rank.

The requirement for all academic faculty to hold terminal degrees to be tenured and promoted to Associate Professor has been raised as part of a greater effort to bring the Branch Campuses into compliance with the Faculty Handbook. This requirement is being contested by some at the Branches based on two points:

- (a) The Higher Learning Commission requires a Master's Degree only for faculty teaching undergraduate classes.
- (b) The branch Campuses have a past practice of hiring faculty onto tenure track with Master's Degrees.

We have several faculty who were hired with Master's degrees with the promise and expectation of tenure and promotion to Associate Professor. The university has honored those contracts and faculty have been tenured and promoted on merit.

But what the *Minimum* and what the *Preferred* qualifications are for each position has always been the decision of university officials, and the Provost has directed that no one will be hired on tenure track in future without a terminal degree (all tenure track academic positions will be advertised with terminal degree as a *minimum*.) The Provost and others argue that for good reasons, the Faculty Handbook includes a wide variety of faculty ranks which allow for a wide variety of appointments, and in future the branches should utilize the appropriate faculty rank and track for each discipline and qualification. The Branches can continue to hire faculty with Master's degrees into positions such as Academic Lecturer or Instructor. Positions can also be advertised as *Lecturer with the possibility of conversion to tenure track*, which gives the opportunity of reclassification if a faculty member's qualifications change. Very importantly, for job security, Lecturers can now be placed on two or three-year recurring contracts:

B 3.4.2 Lecturers

... Senior Lecturers serve on renewable two-year term appointments, and Principal Lecturers serve on renewable three-year term appointments. Two- and three-year term appointments are renewable at the discretion of the University.

And

2.3.4 Instructor

This title is used for individuals who are hired as the result of a search to fill a tenure-track or clinician-

educator position but who do not yet qualify for an Assistant Professor rank because they have not yet completed their academic programs or have not yet obtained the requisite professional certifications ... Instructors may be appointed with an understanding that they will be advanced to a rank of Assistant Professor contingent upon fulfilling specified goals such as timely completion of the individual's academic program.

If we assume that the authors of the Faculty Handbook were acting with sound reason when writing B 2.2.2., and knowing that the Provost has the authority to decide on *Minimum* and *Preferred* qualifications, should the Section F Task Force attempt to change the Faculty Handbook to allow branches to continue to hire faculty onto tenure track with a Master's Degree?

#2. Professional Development or Scholarly work?

Faculty Handbook Section F: The four bases (teaching; scholarship, research, or other creative work; service; and personal characteristics) for appointment, promotion, and tenure used on the main campus shall apply also at the branch campuses. The University recognizes, however, that conditions of employment, such as heavy teaching loads, travel requirements, budget limitations, and a lack of research facilities may require that the implementation of traditional requirements and criteria of research and publication used on main campus need to be applied differently. While emphasis shall be placed on academic qualifications and excellence in teaching and service, research, and publications will still be considered.

The phrase... *implementation of traditional requirements and criteria of research and publication used at main campus need to be applied differently*, has been confusing and open to interpretation. In an effort to clarify the *differences*, the term Professional Development has often been substituted for Scholarly Work at branch campuses.

Section F Task Force proposed language: *C. For evaluation of faculty for retention, branch community colleges will use the categories described in Faculty Handbook Section B1 except that ... professional development may be used in lieu of scholarly work.*

The Section F Task Force feels that the term Professional Development needs to be formalized in the Faculty Handbook. But is this necessary given that, as for # 1 and 3, the Faculty Handbook already allows each department to determine their own performance criteria and benchmarks for both annual evaluations and tenure?

Again:

4.3.1 Departmental Review and Recommendations

(a) ... The criteria (for review) are presented in this Policy **and in any supplemental policies within academic units.**

And

4.9.4 Performance Criteria

Deans shall require **each department or division to file a statement of criteria** and procedures for annual evaluation of the performance of tenured faculty members.

In the past two years our faculty at the Division and Assembly levels have made great strides in designing broad criteria for annual evaluations within each division. For example the Performance Criteria for EHHS gives a list of options for what can be described as both Professional Development and Scholarly Work. The Teaching Evaluation instrument is a strong document and the performance criteria

continue to be refined. Work needs to be done now to define in detail what is *effective* and *excellent* in every discipline. In the near future these different documents need to be formalized as **supplementary division policies**, approved by faculty, filed in the Dean's office, and published.

I would be grateful for your thoughts on these issues.

Regards,
Professor Kenneth Roberts. Dean of Instruction.

Report to Faculty Senate
Director of Business Operations
April 21, 2017

Please accept my apology for not attending today. My father continues to have some health challenges and I need to assist him with appointments.

The fiscal picture for 2017-2018 is continuing to unfold, however its clear the news is not good. There are a few facts we can work with currently:

1. Revenue outlooks continue to be troublesome for 2017-2018. Currently there is an expectation for a reduction in state funding of approximately \$622,000 from 2016-2017 levels. How the legislature and governor sorts out the current position with revenue expectations, this figure will likely increase anywhere from 2%-10% increase this figure. This translates into additional cuts of \$180,000 to \$900,000. The faculty budget committee will be asked to help find the bulk of this final figure, as this current budget we have in place has us running on fumes in most non-academic areas. I am rapidly approaching a point where academic funding is at risk, as is my ability to keep buildings open.
2. A few details on the current budget are as follows:
 - a. CE expenses are now 100% isolated into an organization that is considered self-supporting I&G. Its revenues must cover its expenditures.
 - b. Two advisors are being added to assist in retention/completion efforts and get our advisor to student ratios down.
 - c. We will add faculty for iBest, Business Tech and DDM.
 - d. All contingency funds have been stripped out of the budget, meaning that there is no funds available to bail out over-expended programs or fund special projects. I ask everyone for strict fiscal responsibility this coming year, and no one should expect any assistance with funding. I simply don't have it.
 - e. I have funded the annual adjustment described under the equity plan.
 - f. We are trying to get a jump on expected future issues by using unexpended bond funds to get a few major projects done such as AC on Gurley and parking lot work by Lions. Future cuts will likely result in reduced BR&R dollars available for maintenance.
 - g. I have funded for additional 0.75 FTE for institutional researcher.
 - h. We will begin managing our parking this summer by issuing tickets and insisting on permits. This fall, we hope to be able to fund parking security and some maintenance through this funding.
 - i. The Gym will be issuing community memberships starting this fall, with the hopes of offsetting staffing and equipment maintenance costs. If this does not become a productive source of funding, the potential risk of closing is significant.
 - j. I am hopeful a solution surfaces on the childcare fiscal picture soon.
3. There is no tuition increases for FY17-18.

4. Mandatory expenditure increases for 2017-2018 currently are forecasted at \$295,857.
5. Current enrollments show a downward trend, with will impact tuition in 2017-2018. At current levels, tuition revenue will show a decrease of approximately \$110,000. I have funded tuition at full 2016-2017 levels for 17-18. I hope that's a smart plan.
6. Our local operational funding was renewed for another 5 years this past February.
7. Local funding seems to be shrinking. These funds come from property taxes on assessed value, and I can only assume that this is a reflection of decreasing valuation in the county.
8. The Lions hall project is currently on hold indefinitely, however fundraising will continue in hopes we can do enough with donations to get the building open again. I've asked Ron to secure the facility and turn off its utilities.
9. The Library is currently approximately 80% complete and is on schedule. A large Air-handler is the last step and is schedule for installation over the summer. The space won't be available for occupancy until late Summer, but funding any expanded Library services will be impossible.
10. The PPD building is in the planning stages and is fully funded. The design RFP will be out in June, and I expect construction to begin in the mid to late fall.
11. An MOU for MCHS is currently being developed, and I'd like to ask faculty for input as we get closer to a final document.
12. We have started the planning for the tutor center expansion in Gurley, with Veterans Resources moving to the staff lounge, and ARC moving to the old police suite. We will have a completed project in June/July. I need a furnishing plan ASAP so I can spend off FY17 funds before the bottom drops out next year.
13. Some construction will be happening at the café to create a better environment for a vendor and customers. We are in negotiations with a new operator and are hopeful to have a resolution soon. BRR reserves are being utilized for this small project.
14. IT is working on a PC refresh of approximately 70 desktops and projector replacements.
15. A copy-management system is being implemented over the summer to track printer usage. Initially labs will be the focus to control costs, and will be expanded to all users on campus. Main Campus saw a 50% reduction in printer and paper usage upon implemented.
16. Legislative "asks" for UNM Gallup capital projects will include three projects this coming session, with energy savings and roads/sidewalks/ADA projects as the first two @ \$500,000 each, and the first phase of the Construction Tech building as the third @ \$2,000,000.

The fiscal picture for the future is not great for higher education. Once funding is reduced, it's unlikely to return except through the performance measures currently in the new funding formulas used by HED. Until the special session starts and the lawsuits are settled, it's anyone's guess. I will be broadcasting updates as I hear them to the listserves, so stay tuned. I wish I could give you more information or settle concerns on this subject, but I have to say I have never seen anything like this before, and I am very worried as to the outcomes. The revenue bill the Governor vetoed and has said she won't support is \$350M. Higher Education's budget is

~\$775M. The legislature is ~\$100M. All other budgets were signed into law. \$350M/\$875M =40%. The situation is stunning.

Please let me say that I have enjoyed my interaction with individual faculty, Dean Roberts, faculty assembly, and Lora Stone this past year. I think the future is clearly going to be challenging, but my commitment to this campus' fiscal health has been solid and will remain so. I look forward to some very interesting conversations over the next few months, and I remain dedicated to the shared governance that is vital in times such as these. Have a great summer.