

missing data, including some numbers, term limits, and members of committees. Ms. Stafford asked for Assembly members to use sheets displaying the committee data to figure out their starting years, cross out their names if they are currently not on a committee they are listed as sitting on, and to check their names if they are current members. This will help her figure out the necessary new appointments to committees. Ms. Stafford also explained that while she had sent a survey about committee service via SurveyMonkey, she received only 11 responses, some without names, so she will be starting from scratch. Faculty members who were not able to attend the meeting will receive the list of information by e-mail.

Ms. Stafford then emphasized that she would be relying on the members of the Ops Committee, and that Assembly members can send her suggestions for the group to take up and discuss in their meetings.

No Assembly members had questions. Ms. Stafford then turned the floor over to Dr. James Malm, CEO of UNM-Gallup.

INFORMATION

**CHIEF EXECUTIVE
OFFICER'S REPORT**

DR. JAMES MALM

Dr. Malm stated that in the upcoming semester, he wishes the campus to proceed with mutual respect and universal collegiality. He presented to the branch on Monday morning, and this was livestreamed and published online; the presentation ended up at 4000 words. He also urged the faculty members to read the weekly briefs, published online, which also have meaningful content. In the future, the briefs will take the place of the CEO's report to faculty.

No Assembly members had questions, so Dr. Malm turned the floor over to Interim Dean Professor Irene Den Bleyker.

INFORMATION

INTERIM DEAN'S REPORT

**PROFESSOR IRENE DEN
BLEYKER**

Professor Den Bleyker welcomed the faculty back to campus for the start of another semester.

She then gave a reminder on rank and tenure; for those faculty members who are going through Code 6, three external reviewers of their choice will be named, and their chairs will also select three. This is a bit different from the past, in which it was a committee process. Other information can be found online as needed.

Professor Den Bleyker updated the Assembly on the self-study UNM-Gallup had to do, a portion of a larger report done as well by the other branches; this has been finished. The leadership team authored the report, and has been communicating with main campus. They have a near-final draft. The final one will address concerns such as what UNM-Gallup has to have on-campus in the future. These requirements include completing the finalization of faculty CV's and technical licensures. This is most important for the technical licenses areas, and the information on file will also need to include how many years of experience instructors have. The report will compile files on adjuncts; they will need to submit the same documents, but eventually an online system will handle information such as transcripts and CV's.

As well, UNM-Gallup will need to align our technical programs with the requirements in other areas. This might include years of experience, and might involve grandfathering some people in. The goal of the process is to determine if faculty are qualified to teach, and will include guidelines for hiring new faculty in the future.

As the third requirement, Dean Den Bleyker spoke of deadlines for program reviews, and their future publication by the Higher Learning Commission. They will look at such documents as past program reviews, assessments, and strategic plans put forth by the branches. Every document has to be located in one place to be easily found. This will probably be a content page, containing, among other things, the UNM-Gallup mission, academic programs, strategic plan, enrollment reports, annual budget, faculty handbooks, recruiting policies, faculty annual reviews, and goals for retention.

Finally, Dean Den Bleyker explained the Higher Learning Commission's anticipated visit to campus in March. They will speak to individual faculty to ask questions such as about the SLO's in the syllabuses of our classes, what we do for assessment in our areas, and how we handle diversity. Other questions might be related to business and the community, especially how our mission relates to community, and our relationships to educational responsibility and the NM HED.

Faculty Assembly members had no questions. Dean Den Bleyker turned the floor over to Robert Griego, the new CFO for UNM-Gallup.

INFORMATION

CFO'S REPORT

MR. ROBERT GRIEGO

Mr. Griego introduced himself and explained that he does not yet have detailed budget information for the Assembly. The next budget meeting will be in September, which means that Mr. Griego will report on it in September's Faculty Assembly meeting. Assembly President Cecilia Stafford clarified that we can make sure that the Budget Review Committee will have the information as well.

The CFO then explained some of UNM-Gallup's current goals. This is the first month of the new financial year. There have been cuts in the past, and Mr. Griego's current goal is to have higher graduation rates and enrollments. The budget procedures go through main campus, and have to be reported to the HED.

The next meeting will be open to all concerns. The advisory board will be alerted of the new budget, and there will be a copy in the library and online. There are over 70 Budget indices to consider. This will get faculty input through the Budget Review Committee.

The CFO asked for questions. One question arose about term limits on committees, specifically about term limits and transparency on the mini-grant committee. The CFO said that that committee wasn't particularly in his area, but the faculty member replied that it was under his purview. She said she had asked the chair of the committee about it and received no information.

A mini-grant committee member replied that such information was available from committee members, and the guidelines for grant applications are sent out by e-mails. A question followed about who was on it, and clarifications that staff had been on the committee in the past, but are not currently. The CFO invited people to e-mail him, and said that there is no reason not to have transparency. This is true of anything involving any public information. Ms. Stafford said that the updated website should have information for all committees, and that she would ask Dr. Alok Dhital, the chair of the mini-grant committee.

The next question was about whether the campus had an upcoming computer refresh schedule. Mr. Griego replied that there is a new IT officer on campus, leading to a new set of conversations. The budget does contain set-aside money for computer equipment and refreshing, especially since Windows 7 will no longer be updated by Microsoft, so computers with this operating system will be upgraded to Windows

10. There are currently five or six new laptops in inventory for new faculty. Our computers do not have warranties after five years.

Another Assembly member asked for clarification on how classes are funded from tuition and the state, whether the tiered funding system still exists, and whether there is a plan to spend money from the reserves and/or the interest they are generating, if the interest is enough. This faculty member was concerned about the impression that the reserves were being hoarded, and whether there might someday be a need for an advisory board innovation fund.

Dr. Malm answered this question, since he makes a report to the local advisory board. They are elected officials who look over his shoulder. In the future, the new CFO will prepare reports for the board, reporting on the \$17 million budget we have. We have income streams, and they will be in the report, as well the expenses. There are 73 index funds, each with their own managers. These managers are the ones who report on those indices, and those small detailed reports are not given in the Assembly. Currently, we are in fiscal year 19, and a board meeting will happen in 10 days. They will receive the Fiscal Year 18 budget. Last year we finished in the black and reined in expenses. That positive amount of money will be going into reserves. Our Fiscal Year 20 budget will begin being drafted Jan. 2nd, 2019. We will need to go through 77 steps to draft that budget.

Dr. Malm added that last year, the Faculty Assembly gave him a formal ask about the budget, and that we will receive a full report on September 21st. When the budget comes together, there will be time for asking about reserve money and program questions. However, Dr. Malm does not intend to spend reserve monies on operations; instead, they will be preserved for big holes in our budget. The interest it generates does get fueled back into operations, as a revenue line.

A faculty member then wished to know what the status of the financial crisis reported on last year by the former CFO of UNM-Gallup was. Dr. Malm said that he plans to move on in the future and provide the budget report to the faculty, although that report is a bit technical. The *Gallup Independent* will receive information next Tuesday.

Mr. Griego then spoke about a reinforced desire for future transparency, and that the budget will be available in Banner. Currently, we have 50 years' worth of reserves, which the board takes into account when helping to oversee the budget. We might attract increased oversight from the HED if we do dip into the reserves. It is also not usual to funnel money from the reserves into operations; it is meant to support us in the middle of natural disasters and emergencies. Instead, the campus budgets salary, supplies, training, and other expenses on such income streams as tax money, bond money, and state funds.

There were no more questions, so the CFO ended the report. Ms. Stafford said that she would forward files of the financial calendar that she has received to faculty.

INFORMATION

STUDENT SERVICES REPORT

JAYME MCMAHON

Director of Student Services Jayme McMahon presented on the following:

Director McMahon mentioned some registration statistics. As of yesterday, UNM-G was up a few percentage points from last year in headcount; however, we are down credit hours 3.5% from this time last year. Fall census is similar to last fall in headcount only, not credit hours. Director McMahon also enumerated the number of closed sections with and without waitlists, and the number of total students on waitlists. She explained a bit about the waitlist process: if a student gets a waitlist notification, they will

have 48 hours to register, but this changes to 24 hours on Monday, and waitlists vanish altogether on Friday. Director McMahon urged the faculty to think about collecting data on waitlisted students, since we otherwise lose track of it when the lists disappear.

Director McMahon then presented information on the census of registered students. Every student who attends a class should be registered; faculty can report to Director McMahon if students are registered but not attending. The census is taken on the last day to add or drop with a refund; this is the 7th of September. If students register after the 7th, they will be billed back financial aid. Any overrides can be done by faculty, in cases of students missing prerequisites as well as with closed classes.

In the next portion of her report, Director McMahon discussed news from Student Services. Summer classes have produced 33 potential graduates in both associate's and certificate programs. The advising team will be putting together a webpage and workshops to support students; the workshop series will include information on online courses and how to navigate UNM Learn. The success seminars they present must be attended by students on academic probation, but are also open to others. These seminars will influence information on LoboWeb navigation as well. Director McMahon asked faculty to encourage students to participate in these workshops.

The old Early Alert system is still inactive, and although a new one is in development, Director McMahon feels that it may not be a good fit for our campus. In the meantime, faculty members should alert Michelle Lee of students who are not attending, and make sure that attendance policies and drop reasons are clearly stated in the syllabus. As well, students need the language for Title IX statements, ADA statements, and FERPA statements.

Director McMahon expressed her satisfaction in having the vast majority of grades entered by the end of the spring semester; only 75 grades were non-reported, and they were swiftly corrected. As well, summer students can now have their financial aid covered by Pell grants.

Director McMahon then mentioned a few details about McKinley Academy. It is already in progress, with orientations this week. News about the food service has been sent by e-mail.

A faculty member asked a question about McKinley Academy students who had been registered for MATH 120 but not for the corresponding MATH 106 lab. Director McMahon explained that students earning dual credit should only enroll in classes that count toward that enrollment. The math labs do not, and due to their extended time periods, may conflict with other courses the dual credit students need. Director McMahon admitted it has been challenging to arrange McKinley Academy math schedules and the extra support the students might otherwise be receiving in the lab.

A question then arose about starting a club and who a faculty member should ask if they want to do so. Director McMahon replied that someone can ask her directly, as the position dealing with Student Senate has been eliminated. At the moment, clubs may be in jeopardy as the fall semester begins. Some activities, such as the gym and welcome back ones, are struggling to find sufficient funds. In the past, student fees have gone into Student Senate, and there are a few clubs funded from that, as well as stipends for the officers. However, the club chartering process is not solid and may open us to liabilities. As well, the Student Senate by-laws must be updated, but students currently do not wish to work on them.

The next discussion turned on how the library can reach out to McKinley Academy students and what norms students should be aware of. Director McMahon said that she will e-mail Jim Fisk staff contact information, and there will be a list-serve for the McKinley Academy students. Norms can be informal, and there is an open campus for students enrolled in college classes. Freshmen attending McKinley Academy will be confined to their own classrooms and other areas. If students are misbehaving in the

library, then the McKinley Academy principal can be contacted, or Dr. Hunter if they are MCHS students. Although technically they are still attending high school, these students do have to follow UNM-Gallup expectations for college behavior and the conduct policy. As well, Melissa Rodriguez has worked with Academy students and can provide a point of contact.

Enrollments, Director McMahon made clear, include McKinley Academy students, although not all are full-time and the number of credit hours is hard to track as it varies by student. To a question about MCHS, Director McMahon asked faculty to talk to Dr. Hunter, MCHS principal; there is apparently a resolution being discussed.

A faculty member then returned to the question of student club funding. Director McMahon stated that they may be on hiatus until the liability issues with the chartering process are cleared up and the main campus protocols for student associations are being followed.

Dr. Hunter added that faculty will have rosters of the MCHS students in their classes mailed to them, and we can contact Dr. Hunter with concerns about these students. This segued into a question about whether there is an official policy on how many Academy students can be in one class. Director McMahon assured the faculty that while there is not a written policy, Student Services does take the percentage of high school students in one class into consideration for both McKinley Academy and MCHS enrollments. In some cases, as with questions about the pedagogical impact for students who cannot attend the math lab, there may need to be different alternatives put into place.

Some faculty members were concerned about who the McKinley Academy students are and whether they could find out from their rosters. Director McMahon replied that Student Services does not want to single out Academy students in this way, although some faculty reasoned that it may help to predict class dynamics. One faculty member suggested talking to the principal of McKinley Academy to receive a roster. Director McMahon did clarify, in response to another question, that no Academy students will be in remedial courses, either English or math, although they may be in English 110 and 120.

Concerns arose as to whether we need to water down the curriculum for high school students, but both Director McMahon and Dr. Malm agreed that they should be treated like college students, and held to the same standards. While McKinley Academy has its own accreditation, funding, and rented space, its students will need to complete the same work that college students do for dual credit. As well, they have to take placement exams to determine which classes they can enter, whether they are high school seniors, juniors, or sophomores. They will hopefully make up only 49% of students in any one class. The high school freshmen in McKinley Academy, meanwhile, are doing high school freshman work in their own space, but with the intent to ease them into college mode and introduce them to a more rigorous curriculum.

In response to a last faculty question, Director McMahon clarified that MCHS and McKinley Academy students are still subject to FERPA. They will receive student information release forms, but this only applies to information that UNM-Gallup can share with other schools. Faculty can contact Director McMahon if they are uncomfortable with a situation.

There were no further questions, so Director McMahon wrapped up her report, and Ms. Stafford reclaimed the floor as Faculty Assembly President.

DISCUSSION ITEM	ELECTRONIC ELECTIONS	MS. CECILIA STAFFORD
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Assembly President Cecilia Stafford began the discussion of electronic elections, which another faculty		
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member had asked that we consider adopting; this would be an online voting system based on or similar to the one used on Albuquerque's main campus. Ms. Stafford mentioned that we might also want the option of absentee ballots.

One faculty member said that while electronic voting makes sense for main campus, at UNM-Gallup we should have attendance at meetings. Faculty who do not attend committee meetings held on Friday, this belief held, are essentially non-participants.

Another faculty member asked whether the electronic voting system would be for Assembly officer elections or for voting on motions as well. Others confirmed that this would only be for officer elections at the April meeting, and that we would probably need to ask Albuquerque for help in setting up the system and training to use it.

Another question arose as to the difficulty of Friday meetings for some faculty members; they are frequently held during vo-tech classes and when nursing clinicals are being taught. As well, if we hold closed sessions in the Assembly, then students who wish to attend the meetings would have to leave, which means we would not have the benefit of their voices.

The discussion turned to the possibility of absentee and proxy votes. One Assembly member pointed out that proxy votes are not allowed by Robert's Rules of Order, and that using them in the past proved counterproductive. We could possibly change the rule, but it could be a bad idea. Another Assembly member urged faculty to consider it, lest we discourage voices, and another spoke in favor of electronic elections for members who cannot attend meetings. The Ops Committee agreed to talk about it in their next meeting, as well as the possibility of secret ballots being placed in faculty mailboxes.

DISCUSSION

CONSTITUTION AND BY-LAWS

**PROFESSOR JOHN
ZIMMERMAN**

Professor John Zimmerman stressed the importance of updating committee information if we are to work through the committee structure for Faculty Assembly. Lila Cuciuc needs to be reminded of changes in the makeup and chairs of a committee, and any changes that committees need to make internally should be voted on by their members. The Faculty Assembly will need to vote this year on an updated constitution and by-laws.

DISCUSSION

**STATE-WIDE
CURRICULA COMMITTEE**

MS. CECILIA STAFFORD

Ms. Stafford wished to clarify questions about the State-Wide Curricula Committee, especially for faculty members who were not able to attend Bridget Noonan's presentation on Monday. Specifically, the question of representation on this committee came up. Members of the Assembly clarified that the representatives for UNM-Gallup are Sabrina Ezzell and Irene Den Bleyker. Professor Ezzell is part of the UNM-Gallup Curricula Committee, one requirement for membership on the state-wide one.

DISCUSSION ITEM

**ONLINE TEACHING AND
ASSESSMENT**

DR. LEWIS GAMBILL

Dr. Lewis Gambill began the discussion with concerns about the teaching evaluation form for online courses. Since the Albuquerque campus subscribes to Quality Matters, Dr. Gambill asked if we should have workshops in this for faculty teaching online on the Gallup campus.

Members of the Faculty Assembly expressed approval of this training. Dr. Gambill said he had been to it himself and valued the experience, but he was concerned about the expense. Other members of the faculty suggested contacting Dr. Lora Stone, who was the Online Coordinator last year, and said that Quality Matters training was already available but might not be free and on our campus. Thoughts were offered that faculty on the Gallup campus be trained online as well as face-to-face. Others said that Quality Matters workshops were offered in the past, as part of the Continuing Education program, which meant branch faculty attending them had to use their tuition waver.

Returning to the original topic of the discussion, someone asked whether Quality Matters contains a peer assessment tool for online courses; the answer was affirmative. Dr. Gambill explained that in the past, he had used standards from Quality Matters to evaluate online classes, since most face-to-face peer assessment criteria don't work for courses taught through Learn or websites.

In the end, the Faculty Assembly settled on having the Ops Committee talk about options for faculty, and on Dr. Gambill contacting Dr. Stone.

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

President Stafford asked for committee reports:

Senator to Albuquerque, John Burke/Tracy Lassiter: Dr. Burke updated the Assembly by e-mail, as he was unable to attend the meeting. The Albuquerque Faculty Senate discussed the athletics budget, which has a \$2 million deficit, and will have some sports cut. The media is covering updates on the Regent Review.

The Faculty Senate also approved a number of policies: Policy D-50 defining credit hours, Lobo respect being used for withdrawals, and policy F-80 on branch campus governance.

The Senate will meet again in August. Branch campus faculty may be able to serve on committees on the main campus.

Budget Review Committee: This committee reported that they will be instituting a system for feedback from faculty as the budget is constructed. They believe that we as faculty should be able to approve the budget before it goes to the advisory board.

Teaching Excellence Committee: The chair of this committee is stepping down due to other commitments. The committee will meet to appoint a new chair, and learn who might be interested in serving on it.

Constitution and By-Laws Committee: The discussion item earlier in the Assembly meeting covered this committee's report.

CARC Committee: This committee reported that there is a meeting coming up. Main campus will be putting on workshops that chairs will hopefully be able to attend; the workshops cover writing assessment reports.

Faculty Committee on Student Affairs: This committee hasn't yet met, as there hasn't yet been a formal complaint from a student. Nor were there any formal cases from last year.

Curricula Committee: The committee chair reported on the changes active in the last year. The A.A. in psychology has been deleted, along with the A.A. in pre-professional education. The welding certificate

and its A.A.S, as well as the A.A. in liberal arts, have been revised, and the concentrations in the various liberal arts areas decided on last year are now in effect. The A.S. in science has likewise undergone revision. Among other changes, the college has added an A.S. in Emergency Medical Services, the certificate in Electrical Trades has been deleted, and revisions for other certificates are coming up, as well as preparation for the A.A.'s in Elementary and Secondary Education and the certificate in New Mexico Core. Concentrations in the A.S. in science are still being revised. Six of the certificates are currently going through program review. Meetings of the Curricula Committee are open to the public and are held in the Dean's Conference Room.

Ethics and Advisory Committee: This committee is now defunct.

Library Committee: This committee has not yet met in the new academic year. The new chair, Dr. Florentin Smarandache, will establish a meeting schedule.

Long-Range Planning and Resource Committee: This committee met on Tuesday. Dr. Malm has charged the committee with the strategic planning process. The committee currently has representation for each division, but staff buy-in is needed. Dr. Malm has recommended that the committee attempt to achieve a certain makeup.

The strategic plan must be made for this semester, and be voted on by the Faculty Assembly in early spring. The committee expects an aggressive meeting schedule. Executing the plan will take more work, and will cover the next three-five years. This should be both a faculty and staff committee, according to Dr. Malm. Its representation for the various divisions includes Professor John Zimmerman and Dr. Carmela Lanza for Arts & Sciences, Professors Floyd Kezele and Chris Chavez for Vo-tech, and Professor Cecille Perales for Nursing and Health Careers.

DISCUSSION

OTHER BUSINESS

VARIOUS

DISCUSSION

Ms. Stafford opened the floor for comment on other business:

One member of the Assembly announced that there has been a dual BSN/ADN program implemented. This will give our students more choices for careers in the future.

The mining event that will be held in October is looking for speakers and presenters. Art, memoirs, etc., are all welcome as part of the event. The sponsors, Dr. Carmela Lanza and Professor John Zimmerman, hope to involve students, and some speakers have already been invited. They plan an evening of conversation, and there will be artifacts and art pieces related to mining on display in the gallery.

Dr. Rob Hunter announced that school grade report cards were just released; MCHS earned an A. That reflects well on UNM-Gallup, because our faculty teach about 60% of the courses MCHS students take. Dr. Hunter offered his congratulations to faculty.

ACTION ITEM

ADJOURNMENT

DISCUSSION

Motion to adjourn.

Motion to adjourn: Matt Mingus

Seconded: Yes

Voice vote: Unanimously approved

Motion carried: Yes

Meeting adjourned at 2:13 PM, by Faculty Assembly President Cecilia Stafford.

Recorded by: Keri Stevenson, Faculty Assembly Secretary on August 17th, 2018.