



Ms. Stafford also revealed that while the Wi-Fi had been turned off at 9 PM or earlier in the past, the Lobo WiFi has been reinstated to 24/7 functionality. The CFO plans to make an announcement about this as well. She asked faculty to remind students not to give out their NetID and password to friends (a known issue).

The Ops Committee has discussed adjunct faculty and the adjunct pay scale, and Ms. Stafford presented the results of the discussion to the Assembly. These included revising the orientation for adjuncts at the beginnings of the semesters and trying to ensure more adjuncts attend it, as well as regularizing teaching loads. Dr. Malm and Dean Primozic would like to work on establishing norms for these ideas with interested faculty. Ms. Stafford will be sending out an e-mail for volunteers to join a task force on adjunct issues.

Ms. Stafford added that she knew rumors had been swirling about the McKinley Academy spring registration, and that Director McMahon of Student Services would address them later in the meeting.

There has been progress on the electronic elections front: we have access to the software that the main campus uses, and Ms. Stafford has made an account. Brittany Babycos, our IR person, knows about the software and will be seeing if we can work with it.

Ms. Stafford had also attended the local advisory board meeting on the 16<sup>th</sup> of this month. The board had discussed concerns about the CLERY report and what was considered significant enough to be included in it. The administration will talk about this later in the meeting, and what is statistically significant enough to be reported in CLERY. The safety issues reported on campus don't seem to be reflected in the reports.

Ms. Stafford shared that Dr. Malm has invited her to the Big 3 meeting on the Friday mornings that the Faculty Assembly meets, so that they can discuss the administrative report content at the Faculty Meetings.

Ms. Stafford then added reminders concerning news from main campus. Comments on the articulation and degree approval document are open through November 15<sup>th</sup>. Dr. Lora Stone has also been nominated to go up for a one-and-a-half year term on the UNM Committee on Governance; she will be on sabbatical and able to attend emergency meetings. Ms. Stafford urged the Assembly members to vote for Dr. Stone so we can have representation on this committee.

There were no questions. Ms. Stafford turned the floor over to the Dean of Instruction, Dr. Daniel Primozic.

**INFORMATION**

**DEAN OF INSTRUCTION'S  
REPORT**

**DEAN DR. DANIEL  
PRIMOZIC**

The Dean introduced his report by noting that he has been here five weeks, and that he has been collecting data. He praised faculty and student commitment to improving the campus. He invited faculty to communicate with him. He said that he knew there had been an issue in the past with administrators ignoring faculty feedback, but that will not be a problem with this administration.

Moving on to speak of campus improvement projects, the Dean discussed the meeting of the CAL task force that same morning. There will also be a new, standing online training and assessment committee:

The Dean explained that the HLC will study our online course offerings, as that is one of their criteria. Therefore, the quality of online courses will matter, and we will need to work on improving ours.

The Dean also warned that we need to know the mission and vision of the college when we speak to members of the HLC. The HLC may look at anything they want about the college, and that includes questioning faculty, students, or staff about the mission and vision statements. We are trying to get our records complete and in one spot, so when HLC asks for a sample, we can show it to them. Not being able to do this may reflect badly on main campus. The Dean concluded his statements about the HLC visit by saying that many people tend to forget about the visit until it happens, but that we have to be prepared.

One faculty member asked about whether there would be any more hiring of full-time faculty, and if so, whether there was a timeline or priority list of needed instructors. The Dean replied that the chair of each division will work with their faculty to determine hiring needs. After the faculty speak to the chairs, the chairs will speak to the Dean, who then speaks to the CEO and UNM main; we should try to use the chain of command as effectively as we can. The Dean added that he welcomed faculty arguments for needed positions.

No other questions were voiced, so the Dean ended his report. Ms. Stafford turned the floor over to Dr. James Malm, CEO of UNM-Gallup.

**INFORMATION**

**CEO'S REPORT**

**DR. JAMES MALM**

Dr. Malm began his report by praising the collegiality and camaraderie of Dean Primozic. He then moved on to saying that the substance of his reports is in the weekly briefs sent out by his office; there have been three weekly briefs since the last Faculty Assembly meeting, and 15 different detailed reports about the campus work. There would be no weekly brief for this Friday, but it will be out on Monday. The time that he spent in Albuquerque on Tuesday with the Board of Regents will be the lead story. Drs. Lassiter, Heying, and Malm spoke with the Regents and were congratulated on the 50th anniversary of the UNM-G campus. The Secretary of the Board of Regents said that UNM-G was the good news highlight of that three hour meeting.

Faculty then asked questions, beginning with one about the results of the Environmental Scan. Dr. Malm explained that it does not yet have a set publication date.

The next question was about the recent move of Brittany Babycos's office. Dr. Malm confirmed that her office is now 1216-B, in the executive suite, where previously it had been in the CFO's suite. Due to Dr. Malm's office constantly using the data that the IR team is gathering, it is best for Ms. Babycos to be present there.

Dr. Malm ended his report when no more questions were reported. Ms. Stafford turned the floor over to Mr. Robert Griego, CFO for UNM-Gallup.

**INFORMATION**

**CFO'S REPORT**

**MR. ROBERT GRIEGO**

Mr. Griego indicated that he was pleased with the meeting he had had with the Faculty Assembly President this morning. The CFO wants to report on what we want to hear from him, and Ms. Stafford effectively tells him what those things are.

Mr. Griego then officially confirmed that the Lobo WiFi is again up 24/7. The WiFi system has been

updated with new hardware and now uses two signals, one for Lobo WiFi and one for Lobo Guest. The Guest system does close down when the campus is closed. Students that have WiFi will be able to access it all the time. Mr. Griego said that the Lobo WiFi has been up at all times but unannounced for a week to make sure there were no problems, of which there were none. He asked faculty again to remind students not to share passwords and usernames with other people.

The CFO also spoke about the bathroom lock-outs and said that the single bathrooms seem to be the only ones that were locked, but that he has asked Ron Petranovich to check and make sure that others are not being locked. We can contact Ron or the CFO if they are, since when buildings are open, bathrooms also should be. The CFO is asking that people try to communicate our needs. We can call Ron's office; UNM-Gallup also has a website on [myschoolbuilding.com](http://myschoolbuilding.com). This site issues work orders and reports problems. It can be used by faculty, staff, visitors, and students. Our School ID number is 95035432. We can also report evening problems through this website when phone calls may not reach the people who need to hear them. One faculty member asked for clarification on the School ID number, which Mr. Griego repeated.

Mr. Griego then went on to talk about the monthly UNM-Gallup summary of current and plant funds report; Period 3 has been published, for September. This summary is given to the local board and is also placed on the website. While Mr. Griego did not attend the last board meeting, he thinks that the CLERY reporting is clear on the types of crimes that are reported. There is a daily log that covers each phone call.

Faculty then began to ask questions, the first being about an update on faculty computers. Mr. Griego replied that the administration has ordered 50 or 75 Dell laptops. They should be here in a few weeks. They also ordered some docking stations and CD/DVD drives. Windows 7 will expire at the end of next year, so the OS on the new faculty computers will be Windows 10.

Another faculty member expressed concern that one of his students in a wheelchair is having trouble with some of the push buttons to open doors into Calvin, which sometimes do not work. The CFO promised to address the problem and said he may need to talk to the student individually.

No other faculty members had questions, so Mr. Griego ended his report. Ms. Stafford then turned the floor over to Jayme McMahon, Director of Student Services.

**DISCUSSION ITEM**

**DIRECTOR OF STUDENT SERVICES' REPORT**

**DIRECTOR JAYME MCMAHON**

Director McMahon first addressed CLERY, and noted that it is specific to crime reporting. This means that it does not cover general conduct and disciplinary processes on campus. This is Director McMahon's area. Conduct issues are mostly plagiarism, drinking, and use of other substances that don't fit into CLERY categories. Director McMahon does want the faculty to report conduct issues, but said that written reports are best. Academic dishonesty is a process to go through and this is helpful to the students as it allows for a conversation with them. She hopes that someone from Student Rights and Responsibilities can give us a formal presentation in spring. Director McMahon may do the presentation herself if someone cannot come from main campus.

Director McMahon then discussed spring admissions. Student Services is currently accepting applications for spring admissions; the deadline is Jan 4<sup>th</sup>, including for readmits, or students who have not been in class for three semesters. Student Services has a little over 100 new students for spring that are fully admitted, with most of them being in A.A. or certificate programs. Director McMahon added that recruitment processes are being used to predict enrollment because there are no other tools.

Director McMahon reminded the faculty of important dates for the rest of the semester. October 28<sup>th</sup> is the date the spring schedule will go live, including search schedule functions appearing in LoboWeb. The first date for registration is November 12<sup>th</sup>, and December 15<sup>th</sup> is the fall graduation ceremony.

Faculty asked questions about the progress reports and how they would work. Director McMahon replied that ultimately, there should be a streamlined process. The faculty did provide useful feedback on the Excel sheets that were sent to them. The challenge is in the follow-up and not actually the system used. Names of students at risk are usually reported more than once; they may already be on academic probation or on a financial aid contract. Director McMahon hoped to have this system take the place of multiple streams of faculty reporting. Another faculty member offered the news that shortly after they had reported a troublesome group of four students, they settled down, showing the effectiveness of whoever had spoken to them. Director McMahon acknowledged that such effectiveness is what they hope for, and that as the reports came in, they were placed in a secure Share file that contains the data of at-risk students. This seems to have worked to help identify students' programs and advisers, and to show who is not attending adviser appointments.

Other faculty expressed their approval of the process as being better than three different progress reports. Director McMahon stressed that Student Services will compare data to see what percentage of reports they received from faculty, and that the process has to work for everybody and make it easy to provide feedback.

The subject turned to McKinley Academy registration for the spring semester. Director McMahon did not yet have specific data, but said it will not be large numbers of students. Dual enrollment numbers go into overall enrollment projections and are not counted separately. She elaborated on the application process for Academy students, which goes through the Gallup-McKinley County Schools system. We only see the ones who are approved by our external partner, but we do ensure that they meet all of our requirements such as scoring and prerequisites. Student Services then processes them as regular students.

Other faculty expressed concerns about Academy students. One asked whether Director McMahon had received any feedback from regular college students about their experiences with McKinley Academy members. Director McMahon said that she had not received such feedback directly, only secondhand. There is some complaint that the commons areas are noisy and crowded. Director McMahon, however, thinks that the dynamics will change with any new students who are added, and that the campus atmosphere will be different in any case. Some professors have talked to her about an effect on their classroom dynamics.

Nursing faculty stated that the nursing parking lot is an exit pathway for McKinley Academy students, and asked who tracks whether they are attending classes. Director McMahon agreed that patrols may need to be increased to make sure students are not performing illegal activities outside. Faculty members are monitoring class attendance the way they would with other students. The police officers say that groups of people crossing campus, who were thought to be Academy students, are mostly residents of homes by the walking trail.

The concern then arose about what the process of enrolling McKinley Academy students in class is like, and whether Student Services is striving to make sure that faculty do not have a high proportion of Academy students in one class. Director McMahon replied that she and her people work with Academy counselors and try to keep a balance; students are spread out with their enrollment needs in mind. There is not a formal, written policy of how many of a certain kind of student can be enrolled in a class. Director McMahon is aware that it does shift classroom dynamics, but said that students have to be put where seats are open, so that classes are filled.

Director McMahon then answered other questions about McKinley Academy class registration. While the first cohort of students for the fall had pre-loaded schedules, in the future, the Student Services staff will work with counselors so that students will be put in courses that have open seats. Students will enroll and Director McMahon's staff will help identify overloads and other problems. Director McMahon's people did the physical registering for first cohort; Academy students will register like others in the future, with advisers next to them.

One Assembly member asked about the grading scale, and whether McKinley Academy students can graduate with D's in their required classes, as MCHS students can. Director McMahon advised them to speak to the high school counselors, since we don't know what kinds of degrees they may get as a result of high school classes.

No other faculty member had questions, so Director McMahon ended her presentation. Ms. Stafford turned the floor over to Timothy Knowles of Middle College High School.

**INFORMATION**

**ANNOUNCEMENT**

**MR. TIMOTHY KNOWLES**

Mr. Knowles, the counselor at MCHS, announced that their registrar has sent out a request for progress grades. He said that he was happy to hear comments and concerns from faculty. Grades on these progress reports can be estimates, rather than specific numbers. They are sometimes used for eligibility purposes for programs like student athletics. This is one means to ensure that MCHS students do not have their parents questioning faculty.

One faculty member protested that student should be able to read grades posted on Learn, which would spare faculty from having to do progress reports. Mr. Knowles replied that progress checks are necessary because students might lie about their grades when asked if they aren't doing well. This is an extra guarantee of correct information for MCHS. Other faculty spoke up in favor of giving progress reports only on students who are not turning in assignments or have other red flags. Ms. Stafford said that the Ops Committee will talk with the Dean of Instruction and the MCHS administration to find an alternative

After no further questions, Mr. Knowles ended his announcement. Ms. Stafford turned the floor over to Dr. Lilia Cuciuc, Chair of the Constitution and By-Laws Committee.

**ACTION ITEM**

**CONSTITUTION & BY-LAWS  
VOTE**

**DR. LILIA CUCIUC**

**DISCUSSION**

Dr. Cuciuc said that the Constitution and By-Laws Committee had not received any recent proposals for changes.

**I motion to approve the constitution the way it was written this last time.**

**Motion:** Lilia Cuciuc

**Second:** Yes

**Discussion:** The faculty agreed that the constitution is a living document and can be voted on again next semester if necessary.

**Voice Vote:** One nay, otherwise aye

**Motion:** Passed

**ACTION ITEM****CURRICULA COMMITTEE  
FORM C VOTE****DR. MATT MINGUS**

<b>DISCUSSION</b>	
<p>Dr. Matt Mingus introduced the form C for a revision of the A.A. in Liberal Arts that lowers the core courses to the state-approved number. This form would also approve all Liberal Arts concentrations as a block. All of these forms have been looked at by their respective faculty.</p> <p><b>I move to approve the form C for a revision of the A.A. in Liberal Arts.</b></p> <p><b>Motion:</b> Matt Mingus  <b>Second:</b> Yes  <b>Discussion:</b> None  <b>Voice Vote:</b> Unanimous  <b>Motion:</b> Passed</p>	

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

<b>DISCUSSION</b>	
<p><b>President Stafford asked for committee reports:</b></p> <p><b>Senator to Albuquerque, John Burke/Tracy Lassiter:</b> Dr. Lassiter gave the report. The Faculty Senate discussed the potential changes to the pension account and whether it would be fully funded. There is a list of possible options for funding; some of them are better than others. A survey was sent out to vote on these options. The results are not out, but there is an e-mail that has the contact information to follow up on the survey.</p> <p>Dr. Stokes has talked about increasing pay for faculty. The main campus is concerned about their faculty being poached for higher pay by other colleges. The main campus salaries may therefore be raised, although one of the Board of Regents questioned the data. The branch campuses may have raises like this in the future.</p> <p>Dr. Lassiter also spoke of the Board of Regents' conflict with the Faculty Senate President, due to the athletics changes that happened in the summer. No faculty input was requested, and the Faculty Senate President came under fire for not getting this input. The Board of Regents, in turn, is under fire for the changes to the athletics program.</p> <p>The Faculty Senate President has formulated an official response, asked for votes on the draft document, and released the official response to the media. This move is meant to be a reassertion of shared governance.</p> <p>Dr. Lassiter moved on to talk about main campus's stand on disruptive students, and the possibility of asserting faculty as well as student rights when class disruptions are involved. A task force is being organized to study the subject that will include administration and mental health counseling professionals.</p> <p><b>Budget Review Committee:</b> This committee has not met since the last Faculty Assembly meeting, and therefore had nothing new to report.</p> <p><b>Teaching Excellence Committee:</b> This committee has nothing to report yet due to a lack of quorum in meetings. Several members have left, and new faculty need to be recruited from two divisions: Education, Health, and Human Services, and Business and Applied Technology. Those who are interested can</p>	

contact Chris Platero, the new chair. Ms. Stafford will send out a message to ask for volunteers.

**Constitution and By-Laws Committee:** This committee had nothing else to report after the action item.

**CARC Committee:** Assessment reports were in, and the committee will hold their first meeting a week from today. The chair said that a few instructors owe late reports. They may need a new committee member from Education, Health, and Human Services.

**Faculty Committee on Student Affairs:** This committee had no new business to report.

**Curricula Committee:** The Curricula Committee met this morning to discuss four different program reviews and to conditionally approve the certificate and AA.S. in construction technology. Some other certificates and programs have been tabled for the present. The chair reminded the faculty that in Fall 2019, all the new state changes will go into effect. He had sent out an e-mail with a link that contained extra information.

**Library Committee:** Ms. Stafford reported that the Library had applied for a mini-grant to bring a local author to campus, and had received confirmation.

**Long-Range Planning and Resource Committee:** This committee had nothing new to report, except that new information is anticipated to be released in the next few weeks.

**DISCUSSION**

**OTHER BUSINESS**

**VARIOUS**

DISCUSSION

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

One faculty member announced that TRIO is looking for people who can do one-day workshops with TRIO students, and which might also be for Summer Bridge and Upward Bound students. These should be creative, fun ideas.

Marilee Petranovich is organizing a celebration for first-generation college students on November 8<sup>th</sup>. They want stories submitted from both students and faculty on being the first in their family to attend college. There will be a list of events and cake or other food celebrations in Gurley Hall. The deadline for stories is soon. The celebration will include posters.

One faculty member announced that two student assistants are working for first-generation college students that are famous or have been very successful.

One faculty member discussed the mining event that attracted over 100 people. There were students and faculty reading poetry, other creative works, and academic writings, and a speaker on uranium mining.

**ACTION ITEM**

**ADJOURNMENT**

DISCUSSION

**Motion to adjourn:** Matt Mingus  
**Seconded:** Yes  
**Voice vote:** Unanimously approved  
**Motion carried:** Yes

**Meeting adjourned at 1:58 PM, by Faculty Assembly President Cecilia Stafford.**

**Recorded by:** Keri Stevenson, Faculty Assembly Secretary on October 19<sup>th</sup>, 2018.