

**Faculty Assembly Meeting**

MINUTES	September 21 st , 2018	12:30 PM	SSTC 200
MEETING CALLED BY:	Ms. Cecilia Stafford, Faculty Assembly President		
MINUTES TAKEN BY:	Keri Stevenson, Faculty Assembly Secretary		
FACULTY ATTENDEES:	Antoinette Abeyta, Sylvia Andrew, John Burke, Chris Chavez, Christopher Dyer, Robert Encinio, Sabrina Ezzell, Jim Fisk, Lewis Gambill, Bruce Gjeltema, Yi-Wen Huang, Thomas Kaus, Joe Kee, Jr., Floyd Kezele, Carolyn Kuchera, Matthew Mingus, Arunachalam Muthaiyan, Cecille Perales, Mark Remillard, Kamala Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Michael Williams, Kristi Wilson, and John Zimmerman.		
GUESTS:	Stephen Buggie, Timothy Knowles		

ACTION	APPROVAL OF AGENDA	MS. CECILIA STAFFORD
DISCUSSION		
I move to approve the agenda for today's September 21st, 2018 UNMG Faculty Assembly meeting.		

Motion: Matt Mingus
Seconded: Yes
Discussion: None
Voice Vote: Unanimously approved
Motion Carried: Yes

ACTION	APPROVAL OF MINUTES	MS. CECILIA STAFFORD
DISCUSSION		
I move to approve the minutes from the August 17th, 2018 UNMG Faculty Assembly meeting.		

Motion: Lewis Gambill
Seconded: Yes
Discussion: None
Voice Vote: Unanimously approved
Motion Carried: Yes

INFORMATION	FACULTY ASSEMBLY PRESIDENT'S REPORT	MS. CECILIA STAFFORD
	Faculty Assembly President Cecilia Stafford reported on the following: Ms. Stafford gave the Assembly an update on committee makeup. Committees are trying to balance members from different divisions; currently there is a vacancy on the Curricula Committee for a faculty member from Business and Applied Technology. The Budget Review Committee also needs one from that division. Identifying Committee members and their terms has been difficult, but this process is almost complete. A list of affiliations and terms will be sent out when this is done. Ms. Stafford cautioned faculty members to pay especially close attention to how long they had been on a particular committee; renewing memberships indefinitely can cause problems for faculty who want to serve, and some committees may not need terms to be renewed.	

Ms. Stafford also stated that she is currently working on a committee appointment form. This will go into faculty files when it is complete, to give us an accurate idea of our terms and to be there for promotion and tenure activities.

Due to questions at the last Faculty Assembly meeting, the mini-grant guidelines will be posted on the UNM-Gallup website. Ms. Stafford will speak with the CFO, Robert Griego, about the mini-grant appointments and memberships, and also attempt to clarify the same information with Dean Primozic for the FPDC committee.

Ms. Stafford moved on to an update of electronic elections. She has contacted the University secretary in Albuquerque, who handles the election process on main campus, twice, but has not received a response yet. Senator John Burke will speak with her on Tuesday at the Faculty Senate meeting to see if we can get a copy of their procedures.

Dr. Lewis Gambill is still working on online assessment and teaching. Dr. Lora Stone sent him a previous e-mail that she had shared with faculty. This is about Quality Matters, but Dr. Gambill only found measures for program assessment, not an individual lesson. He will continue the search. Dean Primozic advised him to contact Santa Fe Community College, who may have online assessment materials.

Ms. Stafford then explained her e-mail to Dean Primozic about class caps. The Dean will comment on this in his report to the Assembly today, along with the Scheduling Committee meeting.

Ms. Stafford moved on to information about meetings. She attended the local advisory meeting board on the 28th of August, which included the introduction of new administrators. September's local advisory meeting board was canceled due to lack of quorum. Ms. Stafford also attended the Budget Review Committee meeting on the 7th of September to prepare a list of questions, and then the next committee meeting on the 14th of September to see the budget presentation by Dr. Malm and Mr. Griego. The committee will give their report during their usual time slot later at this Faculty Assembly meeting. Ms. Stafford also attended the Dean's Scheduling Committee meeting.

Ms. Stafford then reminded the faculty that the next Assembly meeting on the 19th of October will be held in the auditorium in Calvin Hall. No one had questions, so she turned the floor over to Dean Primozic.

INFORMATION	DEAN'S REPORT	DEAN DR. DANIEL PRIMOZIC
		The Dean introduced himself, and mentioned that while he has walked around campus, he hasn't yet met faculty. He will try to have individual meetings with faculty in the future. He also stated that he has attended faculty meetings in five different senates, although mostly as a professor rather than as an administrator. He wants to work on helping faculty to improve both as teachers and campus citizens.
		The Dean then reported on the Scheduling Committee meeting. It was a large group, and the Dean also received a series of strong e-mail responses to his request for feedback on the schedule. He then shared with the assembly some of the innovations that people at the meeting suggested; an increase in class caps will be a last resort. However, we may offer more 2nd 8-week courses; a J-term (January term) where classes meet over Christmas break; increasing caps; evening and weekend courses; online courses; short-term adjuncts and visiting professors; flagging student size (some courses not increasing in caps as much as others); embedded tutors; course rotation and sequencing; and working to improve CAL because the

campus does not have a Developmental Studies program. Faculty began to ask questions, starting with J-term and how it would fit around faculty developmental week. Dean Primozic answered that we would have to work it out so students couldn't take too many courses during the J-term—he suggested a limit of two—and advise students who want to take classes then carefully, as it's intense teaching and work. Other faculty chimed in to say that students may be able to focus more in J-term and that other colleges have similar intensive courses that may last only one or two weeks. However, studies on the effectiveness of this seem to be thin on the ground.

The Dean then moved on to speaking about the HLC accreditation visit. This should be a smooth process, The visit will happen in March, and we can prepare by looking at HLC's policies and criteria on their website. Most of these criteria are teaching and learning-based, but the HLC will also want to look at records. These will include CV's, transcripts, and performance evaluations. Dean Primozic urged faculty to make sure that their files are complete, as empty or incomplete files make us look bad. The HLC is accrediting UNM-Gallup as part of UNM, but they rotate which branches they look at, and it is our campus's turn in the rotation. Faculty then asked questions to clarify the timing of the visit, and the deadline when we should have materials prepared, which is in mid-February.

Faculty also asked about funding for student workers. The Dean replied that he did not know the current state of the funding, but would take it into consideration for both the Business and Applied Technology division and Arts & Sciences. He intends to assemble a task force to work on improving the CAL. An Assembly member added that the strategic plan may include this information.

Dean Primozic ended his report. No further questions were raised, so Dean Primozic turned the floor over to the CEO of UNM-Gallup, Dr. James Malm. Ms. Stafford announced that Jayme McMahon, Director of Student Services, was out of town, so Assembly members could e-mail questions to her to pass to on Director McMahon.

INFORMATION

CEO'S REPORT

DR. JAMES MALM

INFORMATION	CEO'S REPORT	DR. JAMES MALM
		<p>Dr. Malm reminded the faculty of the weekly briefs sent out by his office. There have been six issues of the weekly brief since the last Assembly meeting, with over 30 highlights and stories. He also reminded the faculty of his three main priorities: student success; financial soundness; and campus climate. The Dean's report talked about student success, the CFO, Mr. Robert Griego, would talk about financial soundness and he as CEO would talk about campus climate.</p>

Dr. Malm stated that a good campus climate can be felt by both students and colleagues. He is undertaking various tasks to initiate success in improving campus climate. Last year's task was program prioritization. The CEO and his team looked at every single one of the campus's budgets. This time the priority is schedule reform. We are currently having some success; our enrollment is up by the slightest amount in headcount, for the first time in seven years. We had success over the summer as well, with a 25% increase in credit hours.

By contrast, the main campus in Albuquerque said that they have had a decline in enrollment, down 7.4% from last year. Dr. Malm wants UNM-Gallup to have a separate campus climate. We receive individual appropriations and property taxes; likewise, our tuition rates are separate from the main campus's. Our budget is likewise healthy, partially due to decisions made last spring.

Faculty members asked what our headcount was; Dr. Malm revealed that it had increased by one, from 2213 last year to 2214 this year.

The next question concerned the performance funding model and whether it would see any increases. Dr. Malm explained that Dr. Sylvia Andrew had convened a special meeting. The current secretary of Higher Education is in favor of strict regulations. We have seven performance measures that will see us rewarded with a 2% stake if we get all those measures right. We only receive 98% of our funding outright, and then compete with other colleges for the remaining 2%. The secretary will try to propose a new model in October that will reorganize how we're funded on a model followed by colleges in Tennessee or Georgia. However, Dr. Malm stated that the new legislature will probably wish to remain with the old model.

One faculty member asked whether the percentage we pay in overhead to the main campus will increase. Dr. Malm said that we have an operating agreement with the Albuquerque campus to pay them 3.6% or about \$500,000-\$600,000 every year. The old operating agreement expired on June 30th of this year, but the new operating agreement will contain the same 3.6% amount. Dr. Malm believes that trying to replicate UNM services locally without the operating agreement would probably cost UNM-Gallup around \$9 million.

In response to further questions, Dr. Malm clarified that he will try to maintain the same percentage given to UNM, and that the operating agreement is reopened for negotiation every three years. However, we do not have a current operating agreement because of the local board's requests of UNM. President Stokes has approved the clause we wanted inserted into the agreement: the right of first refusal, which means that UNM-Gallup has the right to ask Albuquerque to send people to our campus to provide teaching services, and, if they refuse, we will retain the right to negotiate such services with other schools such as ASU, Western New Mexico, etc. This will enable us to host Master's degree and other higher-level programs after the agreement is finalized in October.

Faculty then asked questions about whether UNM-Gallup's instructors could teach the courses in these higher-level degree programs. Dr. Malm replied that UNM-Gallup faculty might be hired to give those courses if Albuquerque wished to do so; he himself would prefer to have main campus go through the process. In response to questions about whether the Master's degree classes and others would give fiscal benefit to the campus, Dr. Malm explained that it is not yet decided where the money would go, as the details have not been worked out. However, different faculty members pointed out that the classes can offer us non-financial benefits as well. For example, they can increase enrollment at the UNM-Gallup campus even if our faculty are not teaching them. As well, we are funded, and do not necessarily need to charge for them.

Faculty comments also drew on the experiences of the past, explaining an agreement with Western New Mexico University in which they accepted Criminal Justice majors. These students still took classes at UNM-Gallup even though they were also taking classes with Western. Our agreements in the future might well look like this.

No more questions were asked, so the CEO's report ended. Dr. Malm turned the floor over to Mr. Robert Griego, the CFO for UNM-Gallup.

INFORMATION	CFO'S REPORT	MR. ROBERT GRIEGO
	Mr. Griego reported on the budget in general, saying that he had responded to some specific questions in the Budget Review Committee meeting. This information will be published to provide everyone on campus with a look at it.	He informed the Faculty Assembly that the cut positions on UNM-Gallup's staff included the work-study

students. He is currently looking into adding new positions if our budget permits it, and if so, these positions may be added in the spring. We have received some good news recently, in that the state economy does look better, and 85% of our budget is secure, but student employment comes out of the other 15%.

Mr. Griego told the Assembly that the business operations section of UNM-Gallup's website has reports that will answer some budget questions, and that also include summaries of current funds. They are divided up by month, with the report for August (Period 2) having been published.

Mr. Griego then discussed our funding formula, the majority of which is steady. There are some criteria that we do not meet as well as because we do not, for example, have many Hispanic students. We have a good amount of money in reserves, as Mr. Griego has reported. Our net available reserves are approximately \$6.9 million. Of this, \$1.8 million has been committed to scholarship money, 5% allocated for emergencies due to the state mandating it, and \$500,000 earmarked to pay for a water tank. \$5 million is in discretionary reserves. The state may mandate an increase in our emergency allocation from 5% to 30%. The CFO has put the answers to these and other questions, including what reserves are used for, on the website. He explained that we will have to match 25% of the cost for our new building when it is approved, and that most of our budgeting process is dictated by the main campus.

The faculty had no other questions, so the CFO ended the report. Ms. Stafford then turned over the floor to Professor John Zimmerman, chair of the Long-Range Planning and Resource Committee.

DISCUSSION ITEM	STRATEGIC PLANNING	PROFESSOR JOHN ZIMMERMAN
		Professor John Zimmerman distributed a handout showing the Long-Range Planning Committee's progress with the new strategic plan (see appendix). He explained that the old plan was too wide-ranging. A strategic plan requires that we measure and evaluate our progress on the priorities as we achieve them.
		While the new plan contains several priorities, Professor Zimmerman emphasized that new ones can still be added. What we have now will not fix every single problem and is not intended to.
		Currently, as Professor Zimmerman pointed out, the plan contains themes and objectives, but these are only the current names. The four themes taking priority right now are student achievement; faculty and staff retention and enrichment; fiscal responsibility and shared governance; and cultural vibrancy and community engagement. Each theme will contain multiple objectives, which are narrower in focus. As an example of objectives, Professor Zimmerman named the ones under Student Achievement: improving overall educational quality; enrollment management: improving retention, persistence and completion rates; and college-level readiness. The strategic plan does not cover small, operational details, but has a big-picture idea instead.
		One of the focuses of the strategic plan will be how CAL can be improved. A task force will study how they can collect better data as how well they're actually working. This fits with the theme of student achievement and improving overall educational quality. Another example of what we might focus on is classroom infrastructure investment and increasing that by \$50,000 over the next three years.
		Some themes and objectives will be under specific departments; for example, enrollment management will be dealt with by Student Affairs. The Long-Range Planning and Resource Committee will help collect data instead of trying to designate control areas. As well, CAL will meet with TRIO to look at how TRIO collects data.

Professor Zimmerman urged faculty to use the form he had distributed as a ballot if we were interested in suggesting examples or changes but couldn't make the Strategic Plan committee meetings. The committee does meet for the next two weeks, and meetings are open to anyone who wishes to attend. With that, he opened the floor for questions.

The first faculty member asked what had happened with Noel Levitz. Professor Zimmerman replied that we are incorporating some of the data that Noel Levitz found for us, but we cannot use all of it because it would be too expensive. Ralph Richards, head of the local advisory board, is also on the Strategic Planning Committee and is helping with this. With that said, Director McMahon of Student Services will use some of the enrollment data and may use more as it is needed.

Professor Zimmerman added that next semester will focus on targets for the strategic plan; this semester involves putting together goals and objectives. The new plan will have more definite dates and people who can report on the data.

Another faculty member asked about the state of CAL's data collection at present. Professor Zimmerman explained that the existing data is being collected, but is not currently compiled, and is all on paper rather than digital. This is partially because CAL is larger than TRIO and responsible for more students. We want to invest in CAL, but we need to know what the data is so we can invest money in the right places. In response to a question about whether students coming for tutoring don't sign in on computers, Professor Zimmerman clarified that they sign in on paper sheets instead. Other faculty members with experience at CAL contributed that many students come to the space to work on homework instead of for tutoring, and that we need to know how students get tutored and when they do it so we can have a strategy to move forward. Data collection is not yet centralized.

No other faculty member had questions, so Professor Zimmerman ended his presentation. Ms. Stafford turned the floor over to Dr. Matt Mingus.

DISCUSSION	CHANGES TO STATE/UNM CORE AND COURSE NUMBERING	DR. MATT MINGUS
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	Dr. Mingus, chair of the Curricula Committee, explained that changes are coming with respect to both course numbering and number of credits required of students in the UNM core. The number of credit hours required for the core curriculum is descending from 37 to 31. The Higher Learning Commission will require that vocational students take 15 hours of general education. Likewise, all course numbers will be the same across all colleges in New Mexico, with the exception of technical programs, as of Fall 2019. These will be different numbers than we currently have. Dr. Mingus added that the Higher Education Department will have to approve any changes. Sabrina Ezzell has represented us on the Common Course Numbering statewide committee.	
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Faculty began to ask questions, starting with the possible necessity of curriculum modification. Dr. Mingus assured the faculty that this is needed if changes are required to meet the new core; they will need to be submitted by the October 19 th Curricula Committee meeting. Another question concerned what other colleges in New Mexico were doing in regards to their gen ed classes. Dr. Mingus indicated that while UNM is retaining the foreign language requirement and other schools are dropping it, this is the only difference.	
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Discussion turned to how to help students transfer to other higher education institutions. Eventually, the	
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state will develop a grid so that students will be able to look at transfer credits and program requirements at other schools. This will, however, apply only to lower-level and core classes; upper-level ones in specialized programs will likely retain different numbers. When asked if the numbers are available, Dr. Mingus said they were not, but would be soon. He also noted that the A.S. in science cannot yet be revised due to it being more complicated than the A.A. in liberal arts, but promised his help to aid faculty members preparing for the curriculum change in science.

Dr. Mingus then answered a few further questions about transfer students. He stated that the HED is not pursuing articulation agreements, since the new core course numbering will essentially take its place. Also, in response to an inquiry about the block transfer method, he said that this will not happen; students will transfer credits course by course.

After no further questions, Dr. Mingus ended his report. Ms. Stafford reclaimed the floor.

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
DISCUSSION		
President Stafford asked for committee reports:		
	Senator to Albuquerque, John Burke/Tracy Lassiter: Dr. Burke gave the report. The Faculty Senate had talked about the HED mandate on changes to the common core, and that the main campus in Albuquerque will follow them.	
	Dr. Burke also mentioned that the ERB had put a proposal to UNM to increase UNM's contribution to the employee retirement accounts. UNM's contribution has to increase by a million dollars. In other budget news, President Stokes has said that the cuts made to athletics do not cover the deficit, and athletics will need to step up their attention to their own affairs.	
	The Faculty Senate had also decided to merge two committees that were once needed to approve of curricula changes. Dr. Burke believes this will lead to faster approval of changes.	
	Another piece of news concerned upper-level courses being taught at branch campuses. Dr. Burke and Dr. Lassister spoke up in favor of having branch faculty teach these courses, which means we will need to make sure that we have records of our credentials to do so. The prevailing assumption they spoke up against in the Faculty Senate was that main faculty campus would have to travel to Gallup or other branches to teach these classes.	
	Finally, the Senate spoke of wanting to increase the number of potential faculty awards; this would apply to all campuses. Representatives of the Gallup and Valencia branch campuses were at the Senate, but other branches' representatives were missing.	
	One Assembly member asked if the Senate was going to make a judgment on the quality of the branch campus faculty. Dr. Burke said that we can interact with the main campus and emphasize our credentials, and we should do so to make sure that we are the ones teaching those classes. Permission to do so would have to go through the Deans of the main campus. One nursing faculty member pointed out that nursing faculty are approved to teach upper-level division classes already, so we can call on this agreement as a precedent. Others commented that some two-year programs do require upper-level classes, and we have faculty who have been approved to teach them before.	

Budget Review Committee: The committee has proposed an agenda to Dr. Malm which can be found on the website. They met on the 7th of September to plan the agenda for the work session on the 14th. The biggest agenda items concerned the source of our funding. The funding formula is \$8 to \$9 million annually—the base. The idea of tier funding is now a historical rather than a current formula. While the share of funding tied to performance measures is 2%, our share is .85—perhaps \$40,000. Our revenue streams are state appropriations, tuition money, auxiliaries, and approximately \$1 million from the campus bookstore.

The funding money does have very strict criteria for funding for student services and academic support funding—earmarked funding that becomes discretionary when it arrives on campus. There are no checks or balances on where money is moved, but this is legal.

Our reserves generate 3% interest. Only the interest can go into the general income stream. There do not seem to be any restrictions on its use. The advisory board, which needs to okay any allocation from the reserves, wants to save that money for a rainy day. However, there does not seem to be a formal, written policy on saving this money. If necessary, X% of dollars that goes into instruction can be transferred into another category.

Faculty members asked about the decision-making process—that is, how UNM-Gallup decides how much money each division, for example, receives. The BRC explained that there is not a single clear process. The administration does report on how money is spent, and the policies are rigid and the reporting system is tight. If we look at the administration's distribution of monies, 49% goes to instruction. To find out if this is the best practice, BRC will compare this number with other colleges'. The Legislative Financial Committee was concerned that while our instruction funding has remained stable, executive management has increased and institutional support (overhead) is at 17% of our budget. The BRC will do research to see if this is acceptable. Currently, the BRC is planning to retain its present membership since they have trouble meeting as it is with so many people on the committee.

The discussion moved on to the current funding system and the tiered system's replacement. The BRC replied that, since the tiered system is now more historical than actual, we receive the same amount independent of this system. However, the BRC will go back three fiscal years in the records to see the effects of this system.

Faculty suggested that we could use an internal system instead that values or measures internal factors instead of external ones. The chair of the Budget Review Committee said that we could try to get ballpark figures to see how much it costs for faculty to teach the credit hours we do. She is concerned that 49% investment in instruction is not enough.

Someone asked after the amount of money in reserves; the committee replied that it was \$6.9 million. The BRC wants to meet with the Strategic Planning and Curricula Committees to see if they can align budget policies with the goals of those committees. They also answered one final question clarifying that, while the total amount of money in reserves is \$6.9 million, \$1.8 million is allocated elsewhere.

Teaching Excellence Committee: Due to lack of quorum at the last meeting, no election for a new Chair has yet been held.

Constitution and By-Laws Committee: All faculty have received a draft of the new constitution and by-laws; the vote on them will be held at the October Faculty Assembly meeting.

CARC Committee: Deadlines are approaching for coordinators of core programs and instructors in areas 4 and 5 to submit assessment reports, on October 15th.

Faculty Committee on Student Affairs: No new business.

Curricula Committee: This committee had nothing further to report.

Library Committee: The next meeting for this committee will be on Friday, October 5th. Next week is Banned Books Week, and the library will participate. Dr. Gambill's CCTE class has made some posters on banned books that they have been studying.

Long-Range Planning and Resource Committee: This committee had nothing further to report after the discussion item earlier.

DISCUSSION	OTHER BUSINESS	VARIOUS
DISCUSSION		
Ms. Stafford opened the floor for comment on other business:		
No Assembly members had other business.		

ACTION ITEM	ADJOURNMENT
DISCUSSION	
Motion to adjourn: Matt Mingus	
Seconded: Yes	
Voice vote: Unanimously approved	
Motion carried: Yes	
Meeting adjourned at 2:14 PM, by Faculty Assembly President Cecilia Stafford.	
Recorded by: Keri Stevenson, Faculty Assembly Secretary on September 21 st , 2018.	

Attachment: Strategic Plan Document

UNM-Gallup Strategic Plan (*Working Draft*)

THEME 1- Student Achievement

-OBJECTIVE 1- Improve Overall Educational Quality

-TARGET 1-

-TARGET 2-

-OBJECTIVE 2- Enrollment Management:
Improving Retention, Persistence and Completion Rates

-OBJECTIVE 3- College Level Readiness

Faculty & Staff Retention and Enrichment

Fiscal Responsibility and Shared Governance

Cultural Vibrancy and Community Engagement