

Albuquerque with one of the CEO candidates, Dr. Malm, that Dr. Dominguez had to attend. Professor Galin mentioned that Dr. Dominguez would try to be present for the November meeting.

- 2) Professor Galin also noted that, during this meeting, the Faculty Assembly will follow Robert's Rules of Order. This means that, among other things, anyone who makes personal attacks will be censured.
- 3) Professor Galin recommended that faculty members look to the *Gallup Independent* for digital reports on all the CEO candidates, if they were unable to attend the faculty/staff forums. The *Independent* has attended every community forum. Since one more candidate will be visiting next week, Professor Galin also urged faculty members to remind their students to attend the forum in SSTC 200 on Wednesday afternoon and come to the morning forum themselves if possible; both students and faculty have a voice in the search and should remember this.
- 4) Carmen Wellborn and Professor Galin also need to know the chair of each committee and a current members list. Chairs should look at the website, make sure the information is correct, and inform both Carmen and Professor Galin if it is not.

Professor Galin then turned over the floor to Ken Roberts, the Dean of Instruction.

INFORMATION

DEAN'S REPORT

KEN ROBERTS

Dean Roberts welcomed the faculty and asked if everyone had received his two handouts. (See handouts at the end of this report). He said that since he had a limited amount of time, he would highlight key points in his report

- 1) **Online classes:** Dean Roberts urged the Faculty Assembly to take thought for the future, such as the spring, as well as today. UNM-Gallup does have an online coordinator now. The number of students in online classes has increased from 205 to 479. Still, we have to think: What is the profit of having online classes here? This is not just a financial profit. If we are taking full-time faculty who are great instructors out of classes and having them teach online, it was seemingly a great idea at the beginning, but since our total enrollment has gone down, we may have missed the online boat.

Second, Dean Roberts pointed out that our greatest claim to fame is face-to face classes with quality instructors. The Dean thinks that online classes, after perhaps another year of trial, might prove to be not be the right move for UNM-Gallup, and we might put the instructors back into face-to-face classes.

- 2) **Zuni:** The first thing Dean Roberts did after becoming Dean was to engineer the separation of Zuni from our campus; this saved half a million dollars a year. The people at Zuni wanted to be independent, and so we left them alone. The agreement was that Zuni needed to send us a strategic plan of what they wanted to do, and we would strive to fit in with their plan. However, we never received this document from them. Our relationship has changed to giving them a few classes here and there, mostly Zoom ones.

Dean Roberts said that we should try to make a good faith effort between January and March to engage with Zuni, preferably as a committee or sub-group of the Assembly. Dean Roberts thinks a five-year educational plan is a good idea. Zuni expected to bring in money independently and this is not happening. They're trying to get pieces of the existing pot, which is not working. There are different entities that need to be unified to help Zuni succeed, such as Workforce Development, the tribal government, and adult education programs. And we are still trying to

provide classes, but they're not coherent because there is currently no coherent plan. There need to be different plans, and more related ones, set in place.

- 3) **Governor's HED Summit:** Dean Roberts attended this summit on the 29th of September. It was mostly a repetition of last year. The governor continues to encourage us to engage with industry. Dean Roberts mentioned interesting data provided by Dr. Greg Heileman, who was retained by the state to help with common core numbering because of his experience at UNM. He has moved to Georgia but continues to engage with state authorities. In terms of new best practices, for us to survive, he has listed some things that are important, but Dean Roberts believed the most important idea was that we have to break down the barriers between Student Services and academia. Dean Roberts himself had misperceptions about Student Services in the past that he has had to correct. Dr. Heileman described partnerships and ways to restructure the campus, such as with committees. Systematic problem-solving was one example we could present to the new Dean coming in. Jayme McMahan and the faculty have done a wonderful job already, but we need even more cooperation. This has to be systematic, not scattered.
- 4) **Common Course numbering and dual credit meeting:** Dean Roberts attended this meeting on October 6th. State authorities have agreed that degrees in New Mexico have to consist of 120, 60, or 30 credits depending on the type of degree (120 for a bachelor's, 60 for an associate's, and 30 for a certificate). The current common core will produce between 31 and 35 credits. Universities will be able to institute courses that consist of nine core credits on their own. The Dean suggested that perhaps the Curricula Committee, Student Services, and others should choose what these nine credits should be at UNM-Gallup. The existing core is grandfathered in for 18 months, so we don't need to move right away. However, the Dean urged the Assembly to be aware of the changes coming and begin to act now.
- 5) **Vocational Faculty Qualifications:** The Dean stated that he had started working on the outlining of qualifications for vocational faculty (those that are the equivalent of a bachelor's degree) several months ago. The list of qualifications has to go through a peer-review process. The Dean believes this should begin with the Curricula Committee. But we could also have peer-review teams, such as groups of vocational and other faculty. The Dean thinks this process is going to be difficult. However, we recently had a faculty member promoted to Senior Lecturer, the first one on any branch campus. This means that we have a precedent for arguing that a certain number of years of experience, plus an industry certification, plus a certain number of years of teaching, is equal to a bachelor's. But we have to come up with a rubric for every discipline. They will have to be consistent across branch campuses. The Dean suggested that perhaps the first peer-review team or effort could be led by Dr. Matt Mingus, but that we should be thinking in terms of groupwork and rubrics. The Dean does have lists of qualifications in his office, which should help us establish those rubrics. We will have to liaise with other branches. This effort has to be finished by August of 2018.
- 6) **The Section F. Committee:** This committee's work has lasted about two years, according to Dean Roberts. Most parts of the revised Section F are not critical, except F90. F90 covers faculty appointments, reviews, and criteria for evaluation. This is not just tenure-track people, but all faculty members. The main campus acknowledged that we had heavier teaching loads and thus had different standards. The language has changed to a new bare-bones format; branch campuses also use section B standards. There is not currently a consistent set of standards that we need to be measured by, however. Dean Roberts emphasized that this is a teaching college; we've had this talk about standards for evaluation, but not formally. Whoever puts together standards in the future has to liaise with other branches to maintain consistency. We have to decide what we want and have to work on the language for evaluation.

Dean Roberts then reached the end of his report and asked the Assembly for questions.

One faculty member asked whether the CEO will be informed in the process of tenure and promotion, or whether recommendations for such processes will go straight from Dean to Provost. Dean Roberts responded that we will go from Dean to Provost. None of the other Faculty handbook sections allows for intervention in the process between these two. The Provost can, however, consult with anyone he or she wishes about tenure and promotion. We don't have a Rank and Tenure Committee, but we have to be aligned with Section B because that is what happens in Albuquerque. The chain goes from tenured faculty to division chairs to branch campus Dean to Provost. There is a branch campus sub-committee above the Dean, but this is made up of deans and tenured faculty from different branches. Dean Roberts noted that the new Dean might not want to be on this committee, but in that case will have to nominate a senior faculty member to take his or her place. The chair of the committee will make a recommendation for the committee.

Dean Roberts did warn the Assembly that a yellow highlighter is used on any subjective words or phrases in letters of recommendation submitted by a faculty member going up for tenure or promotion. These highlighted areas are then disregarded. Decisions for tenure and promotion are based on the documentation provided by the candidate, not subjective standards. This procedure must connect the different documents such as division performance criteria, the requirements for promotion and tenure, the faculty-chair agreement, the chair's annual evaluation document (standards for most of these are in draft stage), and specific local standards for every discipline, and the branches must also collaborate in creating these standards.

The Dean then spoke about policy references on hiring: this was intended as an area for consideration and debate, and discussion with the new Dean. This will emphasize process and policy for the new admins. It would be a healthy thing to engage in discussion for what is important and what is not. What we want cannot be cherry-picked, because Albuquerque will strike that down. The committees there have sharp-edged interest in anything we submit to them. We should debate and discuss our conditions of employment. Tenure and promotion were based on if people liked you at one point, and there was no stable relationship with Albuquerque. Now we have that stable relationship, and it helps protect us.

The Dean mentioned that the strategic planning diagram he sent by e-mail to the faculty talks about the automotive area, but it could serve as a template for just about any area's strategic plan. We do need to discuss the difference between goals and objectives. The Dean thinks that the process of planning will take a year, or two semesters. It should begin with a scan of what state the program is in, competitors, and regional needs, and then enter discussion, debate, and identification of the overall place where the program wants to be in five to ten years. Objectives need to be broken out from the goals to achieve what we want. The plans must be based on data. The new CEO, the Dean remarked, will probably insist on these steps. Our website's strategic plan has not been updated in too long, and that will need to be remedied.

The Dean then addressed the issue of his absence from Faculty Assembly meetings. Part of this is due to his attendance being required elsewhere. For example, he has important meetings coming up in the first part of November: a deans' retreat and an Advanced Placement meeting. His second handout presented a breakout of every third Friday of the month during his three years as Dean. He asked faculty to consider where he has been during these months. The Dean stated he has noticed the faculty's concerns about him not being here 100% of the time, but that his absences have been productive. He has not been off-campus from spite or a lack of cooperation;

he has been working. The shared governance on main campus happens on the same day, the third Friday of every month, and he must be present for that.

The Dean also said that he has been active on committees and visiting with members of those committees. On Fridays when he could not attend the Faculty Assembly meetings, he always asked the permission of the current President not to attend. He always received this permission. He has also sent very detailed reports every month, and “With the agreement of the Faculty Assembly President, Lora Stone,” has appeared on reports in the past when he submitted them in digital form. He always sent these reports the Tuesday or Wednesday before every meeting to give the faculty time to absorb the information. Since no faculty member has protested the absences to him and President Professor Galin has not expressed concern, the minutes of the last meeting surprised him. And he has been productive and informs us of where he is.

Dean Roberts closed his comments by explaining what he has been doing. He would have liked to be much more creative, but to speak poetically, creative energy has been happening elsewhere in campus. That is not what our campus has needed from the Dean. This role is different from those elsewhere on campus; it is a policy-driven role, and Dean Roberts stated that he has been establishing new policies, to hold the campus together, and the role has been difficult sometimes. He has needed to insist to the main campus that UNM-G’s faculty has been exceptional and to document this insistence.

Dean Roberts added that he is proud of his hiring of new faculty. 15 new faculty have been hired since he was Dean. Of the present members of Arts and Sciences, only seven were tenured when he became Dean. Planning for the campus’s needs is sometimes tough, and he hasn’t always been able to hire needed people. He compared his role to being a referee. His role is not a triviality; he has had to possess the kind of personality that demands results. This necessity has not been pleasant or popular at times. If he was asked to choose something he has done as Dean and change it in order to have a faculty vote, he would not change it. He also noted that complaints made against him during his time as Dean have been investigated by Equal Opportunity, the Provost, and the University Council, but none have been substantiated. Dean Roberts then asked again for questions.

One faculty member asked when Dean Roberts’s actual last day would be, and what plan the administration has for the interim period. Dean Roberts replied that he currently does not know the plan for the interim period. His last day will be the December graduation, as he wants to spend time with the students. He believes the new director will choose the new Dean, and it might be that the chosen person will not be in office until June 1st.

When asked if our interim CEO had mentioned anything specific for the interim period, Professor Galin replied that he planned to speak with the Provost and Dr. Dominguez about the issue. Dean Roberts agreed with this and added that being Dean would make a difference from teaching.

One faculty member then added information about issues with online instruction that other colleges have had: namely, that the college does not have a guarantee that the professed students are on the other end of the connection. The faculty member also asked about gen ed courses, and whether our campus and UNM as a whole plans to align with the rest of the state on gen eds. Dean Roberts replied that the governor wants us to align UNM with the rest of the state, and therefore we have no choice. We are currently going through a transition period, and UNM is not yet starting energy for change; the change is coming from smaller colleges. When the faculty member pointed out that our students are disadvantaged if they want to go to another college, because our requirements currently do not align with those of other institutions, and that we need

to think creatively if UNM refuses to change, Dean Roberts replied that the branch campuses are willing to get on board with the effort to change, and the main campus is bearing the brunt of its own reluctance.

Dean Roberts then ended his presentation. Professor Galin took over and reminded the campus of the key role Dean Roberts had paid in the pay equity adjustment.

Professor Galin then turned the floor over to Michelle Lee from Student Services.

INFORMATION

STUDENT SERVICES REPORT

MICHELLE LEE

Michelle Lee presented the following report to faculty in attendance, as Jayme McMahon could not be present:

- 1) **Advisement Efforts;** Michelle reported that Students Services has been doing classroom visits. Registration for the fall semester starts November 13th. This will help advisers to reach the freshmen who have not been through registration for the spring before; this is a new process for them and can be intimidating. The classroom visitors reported questions from students, and that the experience seemed helpful for them.
- 2) **Walk-in and appointment days:** Michelle said these days need to be clarified for students—when they happen and what the difference is. Students coming in on a walk-in basis is difficult because of long waiting periods and because the adviser they need may not be available. They are trying to alert students that appointments with their advisers can be made through LoboAchieve.
- 3) **Graduation Express:** Fall graduation is in December on the 16th, at Miyamura High School. The advisement team is currently reviewing graduation applications.
- 4) **Career Fair:** Michelle announced that four different high schools and one elementary school will participate in an 8:30 A.M-1:30 P.M. event on Monday to get them used to the idea of coming to college. This is a huge event and exciting. Michelle said there is a different energy after promotion among the students, and many more seem interested in attending college than before.
- 5) **LoboAchieve:** Michelle reported on continuing problems for finding a solution for LoboAchieve. There is no progress on a replacement for the Early Alert system, for example. The IT system on main campus will work with Early Alert systems and attempt to find this replacement. And Jayme is in the process of brainstorming with branch campuses to see if we can replace it with our own ideas. Currently, faculty need to report students in trouble by sending e-mails, which in turn will be sent to individual advisers.
- 6) **Grey Area Training:** Michelle gave the date of the last Grey Area Training session for students: Oct. 27th at 10:00 AM. These have been happening in the Calvin Hall auditorium. 100% participation is being demanded by the DOJ before they will permit students to register. For students who have not been able to attend, individual training sessions will be set up later. Students can register for these trainings through the UNM-G website. Michelle added that University 101 classes have gone through this training as a class, but if students were absent that day, they didn't have it. The later, individual trainings will try to cover these students.
- 7) **Noel Levitz Consultation:** This will be happening on the 1st and 2nd of November as the

consultant visits campus. Michelle and the other advisers are hopeful that it will offer helpful information.

- 8) **Dual Credit News:** Michelle said that Jayme is working with the Gallup-McKinley County Schools District to add dual credit and early college models to our offerings. This is still a work in progress.
- 9) **FAFSA:** Student Services will be hosting a special FAFSA Day to help students fill in the application. Michelle encouraged faculty members to tell their students about this, so that they can reach the priority deadline of January 5th, 2018. This gives the students extra money; it is first-come, first-served as far as federal dollars go.
- 10) **New Employees:** Michelle announced that there is a new adviser for the Financial Aid Office; her name is Melissa. She asked the faculty to be aware of this and help her feel welcome. Student Services is also looking for two new advisers; they are reviewing applications now for these positions, and the interviews for them will happen in the next few weeks. Student Services is hopeful that this will increase opportunities for students to consult with an adviser and reduce some of the load on current ones.

Michelle then finished her report and asked the Assembly for questions.

One faculty member pointed out that this is the second Noel Levitz visit, and that they conducted a survey with a sample of students in the past on ways to better the campus. The faculty member wanted to know if that report had ever been shared with faculty or Student Affairs. Michelle replied that Jayme has reported on the basic results, and was going to share it by e-mail. When the faculty member asked if we would receive the report were we to ask for it, Michelle thought Jayme would probably be willing to send it. The faculty member expressed satisfaction with this and the faculty's investment in knowing what Noel Levitz discovered from surveying students.

Someone else asked the date of the last Grey Area training, as there had been some confusion as to whether it was October 27th or November 3rd. Michelle reassured the faculty that it is indeed October 27th.

Another member of the Assembly expressed concern that students might not be able to register without Grey Area training, and that it could have dire consequences for our campus. Michelle responded that we will not close student registration if it will hurt our numbers, and that Student Services will be willing to help faculty be proactive about discussing what to do without denying students registration.

Another question concerned whether face-to-face training is required for the Grey Area, or if students could complete it online. Michelle stressed that face-to-face training is required at first, but students will be able to complete it online each year thereafter. This will help ease the burden when only new students need to take it face-to-face.

Michelle then concluded her report, and Professor Galin turned the floor over to Rick Goshorn, the CFO.

INFORMATION

CFO'S REPORT

RICK GOSHORN

Rick Goshorn presented the following report to the faculty in attendance:

- 1) **Reserves:** Rick Goshorn categorized these; we have about \$6.3 million in reserves, \$8.4 appropriations from the state. The Regents have not given us a hard time about the status of our reserves. \$706,000 is going to CCTE. We take a look at the levy we receive, and then we pile into the indexes for whatever the difference is. Our other reserve levels are standard. Student Aid is \$72,000. Endowed spending is \$128,000. This generates income, and we are not spending this money out, partially because we have limited things we can spend it on. We may approach people who set up the endowments to ask them to change their limitations on spending if we need to. \$11,000 is currently set up for our fleet. Student Social and Cultural spending has increased to almost a quarter of a million dollars in the last year. We also have \$150,000 to spend in the public interest. The DWI program is an example of where we spend this Public Service money. Rick also mentioned an endowed professorship on the main campus that is in reserve, and a small research grant. On auxiliaries, there is a \$150,000 reserve on the bookstore. This currently looks pretty good. The childcare cost another \$600,000. The Provost's office is telling Rick to clean it up with I&G reports.
- 2) **Course fee reporting:** This is underway, and the relevant paperwork has to be turned in today.
- 3) **PPD building:** Rick said this is at the 30% design stage; it will be on the corner of Gurley and Peggy. This location was chosen in order to find space for big trucks to pull in and turn around. At the 50% stage, we will have forums to solicit public opinion.
- 4) **Enrollments:** Rick confirmed the Student Services findings that these are down 11%. That translates to \$190,000 in revenue declines. We have a balanced budget, but with a \$190,000 hole. If we have this hole in the spring, it will amount to \$400,000. This impacts equipment and means we have to wait on faculty laptop replacements. They may have to be replaced over two semesters rather than one.

Rick also stated that if this enrollment trend continues, we will have to work with main campus. \$400,000 has to be found if we have the same hole in the spring. In the last 24 months, the budget has been cut \$934,000. We did it through cutting our connection with Zuni, retirements, and layoffs, although we did add the faculty equity plan. We have to come up with ways to find the money needed; we don't need fewer police or Human Services, for example, but our students are missing. Rick was going to speak to the Advisory Board at next Tuesday's meeting, but it was canceled. When he can speak to them, he will ask if they can pull money out of reserves. He mentioned that Dr. Den Bleyker had sent a long list of ideas for helping to fix the budget, but this was the only specific feedback he had received from faculty so far.

- 5) **The budget for next year:** The HED is floating a scenario of flat appropriations and a 1% comp increase. Rick thinks this is unlikely to happen. We have stabilized revenues but low reserves, and the Gallup campus doesn't have a tendency to perform very well. We should have a training on how this works. The state takes 4% of the allocation from everybody and then allocates according to need. Even counting this, we have a half a million dollar deficit. This is early on, so we don't know what will happen for sure. Early December will see the recommendations. The HED has to be the one to provide enrollment data. We will not get a tuition increase, and even if we did, a 1% increase would be only \$25,000.
- 6) **Police Activity:** Rick reported that police activity on campus is up. Reports of domestic violence and drunk and disorderly actions are also up. This is concerning.

- 7) **Famous:** Famous is software the university uses to identify research and instructional space. Rick commented that there are now people who want to use it for scheduling. This means officially assigning offices to some people and making them the emergency contact for that room, and that classrooms will be assessed for capacity and technology. This would be an official assessment that would largely confirm unofficial assessments already made.
- 8) **Bookstore and IT:** Rick noted that the bookstore and IT have both felt impacts from the budget situation.

The CFO then ended his report and called for questions.

One faculty member thanked CFO Goshorn for his work with the Budget Committee and asked what had changed with the funding formula, and whether, since our board is advisory in nature, if that had changed, too, or was likely to. The faculty member remembered a statute that might help the Budget Committee. The CFO replied that these things have not changed, but might. Right now, there's a study going on and the Governance and Finance Committees are active and looking over their options. The Governance Committee is investigating different ways to govern campuses; we may end up with a board that may govern all branch campuses or all small campuses. This committee has 50 people, which is so large that they don't often agree on the way forward. Likewise, the 4-year institutions and branch campuses disagree on what to do. CFO Goshorn feared that we may get something imposed on us. Examples would be that we may get funding rolled into main campus, or we may be one of three branches—one branch campus for each major institution—that get this treatment. This would be disastrous. The committees want something to happen in one 30-day legislature session.

CFO Goshorn also confirmed that the statute the faculty member mentioned exists, and will have to be changed if our money is rolled into the main campus. Our current board does a limited number of things: it enters into written agreements with main campus every other year; it has charge of the 3.6% of our gross expenditures that we pay to main campus as an admin fee; it acts as a group of advisors to the Board of Regents about the branch campus; it approves an annual budget; and it certifies the tax levy and calls for its own elections. The Regents often ignore the board's advice. We do have a written agreement, but we haven't examined it very well. The operating agreement is strict. The constitution of the Faculty Senate has one wording, the written agreement another. Our governance can be taken away by the Regents. As we begin another cycle of entering into written agreements with the main campus, CFO Goshorn believes that we should reject the statement and say that our governance should be local.

Another faculty member asked whether the chair of LF is Patty. The CFO confirmed that she is.

A third question was about the salaries of the executive team, and whether the salaries would stay the same for the new people transitioning into these roles. The other branch campuses pay their executive teams less. Is there a cap on what the executive team is willing to spend on these salaries? The questioner also asked whether it was true that we may have to spend more on a new CEO. CFO Goshorn responded that the salaries were likely to stay the same or rise, and that the executive team do not receive extra benefits, such as having cell phones paid for. Since our region does not have local talent we can recruit for the executive team's jobs, we have to pay more to make candidates interested in moving to Gallup. The faculty member continued to express uneasiness over the fact that the current executive team salaries are more than those for executive teams at two-year community colleges in rural areas. The CFO pointed out that there is no requirement to have the same salary as other colleges. He did mention that he thinks we should

have two positions rather than one CFO: current CFO Goshorn continuing his work for UNM-G while at Valencia and someone lower-paid at management level. This ties back to his belief in local governance for the campus.

When another Assembly member offered the idea that UNM-Gallup could hire more faculty positions if we paid lower salaries to executive members, CFO Goshorn replied that main campus does have a shared services model. This means that one person does the work of four. We will be paying the new CEO more than former CEO Dyer rather than following this model. Branch campuses are looking at and building off each other, and the Provost's office is trying for a structure of pay that is related to the size of the branch campus, rather than reducing salaries across the board.

Another concern was raised about whether we would have more candidates with a longer search period for the CEO job, and this could be related to how we would fix the executive team. The CFO countered that the interim models are not working; we are actually requiring that Dr. Dominguez work more than quarter-time. The Provost may change this interim model soon, so Dr. Dominguez wants to move fast to secure a new CEO. Right now, there is no CFO search. There is a potential candidate, and he or she may serve for six months until a CFO search is posted.

One faculty member returned to the question of the endowed professorship that the CFO had mentioned earlier, and asked if the endowed professorship could be used to hire another faculty member. The CFO said that it could not; endowed professorships exist for a specific reason and purpose. We would have to contact the person who put the endowment together and ask if they would be willing to change the spending limitations. CFO Goshorn added that he would distribute information if people want to know how to do this.

CFO Goshorn then ended his report. Professor Galin thanked him and reclaimed the floor.

ACTION ITEM MOVE TO EXECUTIVE SESSION PROFESSOR ROBERT GALIN

DISCUSSION

Faculty Assembly President Professor Galin requested that the Faculty Assembly meeting now move into executive session. Only fulltime UNM-G faculty (including chairs) and elected adjunct representatives will remain for the Executive Session. As specified by the UNM-G Constitution, we will follow Robert's Rules of Order. As such, the items presented during the Executive Session will be introduced by the Faculty Assembly President Professor Robert Galin. Faculty offering subsequent comments will be limited to 3 minutes each time they speak.

Motion: Shirley Heying
Seconded: Yes
Discussion: None
Voice Vote: Unanimously approved
Motion Carried: Yes

*******EXECUTIVE SESSION*******

**DISCUSSION &
ACTION ITEM**

**WELDING AREA STRATEGIC
PLAN**

**PROFESSOR JOHN
ZIMMERMAN**

DISCUSSION

John Zimmerman reported on the Long-Range Planning and Resource Committee's first strategic plan. He reminded the Assembly that in the last few meetings we discussed the strategic plan for the divisions, and that we should plan carefully before advertising hires.

There is now a plan up for review. (See attached plan at the end of this document). This is for the Welding Program. It is supported by the Long-Range Planning and Resource Committee, Chris Chavez, and Joe Sanchez. The plans asked for a Visiting Instructor. This is a short-range goal. Enrollment in Welding has dipped due to the lack of another instructor, and they want to offer more courses. There is a planned A.A. S. in Welding that will begin in Fall 2018. This will be an associate's degree instead of a certificate, and thus will require two full-time faculty members, and adjuncts as needed.

Professor Zimmerman stated that there need to be people from different groups working on this plan, and a timeline. Right now, Fall 2017-Spring 2018 is in the works. This will involve collaboration between the Welding area and the Long-Range Planning and Resource Committee. The collaboration is required to help the programs meet goals and objectives.

Professor Zimmerman explained that the Assembly will have a chance to ask questions. He agreed with the Dean that we can't necessarily plan for exactly who will be in the new Dean and CEO positions, but we can come up with long-term plans that we can hand to the new admins. There is a line item for the visiting lecturer already, and they can be appointed, rather than searched for, which would take more time and money.

As for the necessity of the plan, Welding needs a new instructor because students can't get through coursework on time right now due to a lack of courses; that is reason enough to hire a new faculty member. The plan is centered on serving students. This will help positively affect retention and other areas, with the exception of students transferring, and also increases enrollment. Finally, this increases completion because students will get through their required Welding courses in a year rather than having to wait extra semesters for classes they need.

Professor Zimmerman also made the case for hiring a Visiting Lecturer rather than an adjunct, who could not teach a full complement of classes, or hiring a permanent full-time instructor, since that would be more expensive. Hiring a Visiting Lecturer gives time to let more people flesh out the plan.

Professor Zimmerman then opened the floor for faculty to ask questions.

One faculty member asked if there was an accompanying business plan or a phase-in, including the cost of needed supplies, fringe benefits, and so on. The reply was that, since the division leadership has recently shifted, we have some data—enrollment numbers, salary numbers, etc.—but not other numbers that are familiar. However, costs can be estimated from the time when the Welding area had two full-time instructors.

The faculty member who had asked the question commented to say that they were not arguing with the need for the program, but believed that it does have fiscal implications. If we could project a certain number for every student who completes, then it would show expectations for how much money we intend to use. This would show which students generate revenue. The reply stated that there will not be additional costs because the Welding area doesn't have to replace equipment; they already have the shop. More courses means that they will have more students going through and thus more revenue.

The faculty member replied that they simply wanted to see exact dollars. The Welding program, however, believes that the good will come from completion, and it is necessary to add the courses now so that students can get welding jobs in the community. To the objection that accreditation is coming, and we

should add a paragraph on budget implications, they replied that there is money available in the CCTE budget. It's to help hire staff. This means there is no cost to the institution in terms of budget, and the addition of more students to the program will help add extra money to the institution.

Professor Zimmerman responded that the Faculty Assembly should approve this plan because we only make recommendations and if necessary, the administration will decide against us. We can talk about having hard numbers in the future, but the Assembly needs to get this moving so the Dean can start the approval process, which may take some time. Professor Zimmerman also stated that we should become experts in our areas in order to help establish further plans, and that the Curricula Committee will work with the Long-Range Planning and Resource Committee to establish them. We can meet the immediate need in the Welding area because we have the budget line to hire an instructor.

I move to approve the Welding area's strategic plan.

Motion: Floyd Kezele

Second: Yes

Discussion: None

Voice Vote: Unanimous

Motion Carried: Yes

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

Professor Galin asked for committee reports:

UNM-Gallup Senator to Albuquerque Faculty Senate, Antoinette Abeyta: Dr. Abeyta shared that the Faculty Senate on main campus had chosen to request at the start of the semester to delay the presidential search until after accreditation. The Board of Regents did not respond to the request, and they did not vote at the last meeting. Instead of voting on the motion or speaking to our resolution, they voted to continue the search. The conclusion is that the Board of Regents did not want to vote against something that was popular among faculty. The Faculty Senate in Albuquerque is upset and thinking about asking the Higher Learning Commission to step in and address issues of shared governance. This is something that UNM has been dinged for at accreditations in the past.

Dr. Abeyta also announced that the Symbols Committee is meeting to evaluate all official campus murals, artwork and insignia over concerns that they may display images of colonization.

As far as the Presidential search goes, two more Presidential candidates will visit campus, and we can watch their visits online if we are not able to go to Albuquerque.

Dr. Abeyta mentioned that the Undergrad and Curriculum Committees may be merged because there is overlap in their concerns.

The Albuquerque faculty have also discussed opposition to new science standards for textbooks. These new standards would remove climate change, evolution, and the age of the earth, as well as other scientific facts, from the textbooks. Dr. Abeyta is clear that the faculty have deep concerns about this. The new guidelines have removed an essential skill element.

Currently, there is also a push on campus to remove faculty as mandated reporters for Title IX concerns; we currently are, but some wish to see this role modified. This prompted a question from the Assembly members about it. Dr. Abeyta explained that some people believe mandatory reporting violates student

confidence and traumatizes more students than it helps. The alternative would be to become people who can hand students resource information and point them at trained counselors. When one faculty member said that we should still have a procedure if we are going to change things, Dr. Abeyta replied that there will be a procedure, but it will be different than the one we have now. Besides giving resources to students, we will offer support for the confidential nature of their disclosures, and this motion is based off the power to protect students.

Budget Review Committee: Dr. Andrew was announced as the new chair. The committee will have an organizational meeting.

Teaching Excellence Committee: Dr. Smarandache reported that the committee has had a few meetings.

Constitution and By-Laws Committee: Dr. Heying said that the committee is currently trying to mainstream everything and clean up a possible mess. Every Committee should have the same format, and Constitution and By-Laws will gather information from committees to get things consistent. Then the information will be presented to the faculty in the spring.

CARC Committee: Dr. Smarandache asked if the CARC main campus committee had been dissolved, and recommended that the UNM-G CARC Committee should ask how that affects us. Other than that, there was nothing to report.

Faculty Committee on Student Affairs: Nothing to report.

Curricula Committee: Dr. Mingus reported good positive reviews of the in-progress Human Services A.A., but said it is currently tabled due to questions. As far as qualifications for the VoTech faculty: L.D. Lovett, as the chair of that division, will consider what the qualifications should be. He will do research into what other institutions have accepted. Also, Dr. Mingus stated that he believes that sometimes the credit requirements such as 60 credit hours for an associate’s degree can be flexible; we can have up to 62 for things like science labs, for example. We are not bound to stop at exactly 60. The UNM-G Curricula Committee also hopes for merging of the main campus Curriculum Committees.

Ethics and Advisory Committee: Nothing to report.

Library Committee: The Library Committee did not meet this month. Cecilia Stafford reported on the Albuquerque Poet Laureate’s trip to campus next Thursday, and the workshop and poetry performance events he plans to offer. She also announced the attendance for the 10th of October Legendary Locals of Gallup event at about 20 people. The Library is currently finalizing community borrower cards to be able to lend to high school students under the age of 18; over-18’s are already legal. Some Miyamura students are already doing research for papers and want access to UNM-G’s library; the parents do have to sign that they give permission if they are under 18. The Library is also hosting a Halloween bad movie marathon, with three movies, and plans to do finals week stress relievers such as making milk and cookies, puzzles, chocolate, and adult coloring books available. Cecilia noted that faculty can send her ideas for other stress relievers as they come up with them. Finally, Jim Fisk is doing library instruction, so faculty members can contact him if they want him to present to their classes.

Long-Range Planning and Resource Committee: Nothing else to report.

DISCUSSION

OTHER BUSINESS

VARIOUS

DISCUSSION

Faculty Assembly President Professor Galin opened the floor for comment on other business:

One faculty member informed the Assembly that there is a mathematics competition students may be interested in, held by the American Mathematical Association of Two-Year Colleges. This is nationwide. It takes the form of a test, and all the students in the US and Canada across 200 colleges will take it. The test will happen in a month. There is also a Mathematics Club at UNM-G that will participate in organizing parties for Halloween and Christmas.

Construction Tech has started working on their fifth Habitat for Humanity house. A student has shot pictures from a drone. This is the most energy-efficient house built yet in Gallup, and is located on Marcella Circle, the second home on a two-house lot.

There is a new student club, Unity. This is a student-driven club that will bring together students to look at different issues. The president is Percy Anderson. On November 2nd, they will hold a “Uranium and Our Health” student forum. There will be flyers promoting this forum.

Jayme McMahon will be asked for a copy of the Noel Levitz report to be shared with the faculty.

One faculty member announced that the ninth student this year will graduate with their B.S in Criminal Justice since the program began.

ACTION ITEM

ADJOURNMENT

| | |
|--|--|
| DISCUSSION | |
| Motion to adjourn. | |
| Motion to adjourn: Robert Galin | |
| Seconded: Yes | |
| Voice vote: Unanimously approved | |
| Motion carried: Yes | |
| Meeting adjourned at 2:24 PM, by Faculty Assembly President Professor Robert Galin. | |
| Recorded by: Keri Stevenson, Faculty Assembly Secretary on October 20, 2017. | |

Report to the Faculty Assembly Friday October 20, 2017
Professor Kenneth R. Roberts.
Dean of Instruction.

1. **On-line classes:** Fall 2016, 12 classes with **205** students enrolled. Fall 2017, 20 classes, 61 CHs, **479** students enrolled.

Questions: Does on-line help or hinder? X number of full-time faculty taken off face-to-face classes. X number of fewer students benefiting from face-to-face classes. X number of students increase or decrease when offering on-line classes?

2. **A:shiwi Center, Zuni:** Fall 2017, CHs 479 with **84** students enrolled (only 4 enrolled full-time at Zuni.) Spring 2018, 18 classes requested.

Work to be done: Enough time has now elapsed between separating from the Zuni Campus and reengaging for little direct cost. If the partnership is to succeed, take the initiative to meet with various Zuni groups (A:shiwi Center Executive Director, school district, government, workforce development) to design a 5 year collaborative educational plan to include common core and trainings. Increase the number of Zoom classes?

3. **Friday September 29, 2017, attended Governor's HED Summit.**

Key points:

120 CH/60 CH targets by fall 2018.

Common course numbering 10,000 courses in 79 disciplines have been reviewed.

State-wide Master Plan being developed by sub-committees in finance, legislation + constitution, curriculum.

31 Higher Education Institutions in New Mexico

Dual credit: pluses such as early access to college and reduced costs to students, minuses such as inconsistent quality and standards and lack of defined pathways leading to wasted credits. Need all institutions to agree to two clear pathways in CCTE and General Education to ensure transferability.

Governor's comments: Colleges must do a better job in engaging with industry leaders.

63% of state programs at 120 credits, Eastern at 90%, Highlands at 92%.

Keep kids back in kindergarten if needed. (Don't wait until the third grade.) Example of school in the south of the state with poor graduation – eliminated sports and band, now at 100% graduation. Remediation efforts going well.

Mr. Rob Anderson consultant: 14.3% passed remediation math, went up to 63% in three years with embedded remediation. Campus game changers that work: **Math Pathways, co-requisite remediation, structured schedules, Guided Pathways to Success.**

Dr. Greg Heileman: *Design systems for those we serve* (e.g. at Northern 80% in bottom income level.) UNM 2013 12.6% graduation in 4 years, 2017 29.4 % in 4 years – saved students \$35 million. **Student Affairs and Academic Affairs must collaborate to solve more problems:** student outreach, service learning, support services, pedagogy, faculty development, and curriculum.

Need (a) systematic problem solving approach (b) data warehouse and data analytics (c) cross-functional organizational structure (d) commit to the success of underserved students (e) dedicated support from university leadership.

#1 get students, including remediation students, into Pathways immediately.

Identify *barrier courses*.

Design degree paths that work state-wide.

Publish Degree Pathways on-line.

Question: what will/should the curriculum look like in 16 years?

Work to be done: form a *group of collaboration* between Academics and Student Services to discuss Dr. Heileman's recommendations.

4. **Friday October 6, 2017, attended HED Common Course Numbering and Dual Credit meeting, Dr. Barbara Damron.**

Key Points:

Check to see if you need to add courses, matrix from Bridgette Noonan.

Courses can be unique (less than 80% the same) to institution but still need to be reviewed.

Cross-walk by fall 2018.

Common Core: emphasis on transferable skills and content knowledge. 35 CH now but with the reduction to 120 and 60 need to reduce core. Check common competencies list at provost.nmsu.edu/state-wide-gen-ed/. Musts reduce to 31 credits of transferable common core. **BUT 9 CH's discretionary per institution.**

Fall 2019 new curriculum models need to be in catalogue.

Problem: what of the 9 discretionary CH's will transfer (transcript statement of completion?) Must be from three content areas but focused on essential skills, with at least two essential skills (course will need to be certified for core.)

Until 2022 present common core *grandfathered*.

Pilot program up-loading degree plans underway.

Dual Credit: how to ensure equal rigor state-wide? (State-wide testing?) Students must be placed on degree map from beginning (avoid wasted credits.)

Cost: tuition is waved for dual credit. **Do get incentive funding but not reimbursed at real cost** so colleges losing money (at NMSU Ruidoso 42% now dual credit.) **Fiscally unsustainable.** PED and HED must find a compromise.

Federal Aid begins with dual credit.

CCTE dual credit – how many CCTE students till need remediation when entering college? CCTE standards in question?

Work to be done: reduce all Certificate programs to 30 CH and all Associates Degrees to 60 CH.

Reduce the common core to 31 CH, including (possibly) 3 local discretionary classes for 9 CH (University 101?). Continue to add to common course numbering to the HED site. Re-write all Certificate and Associates Pathways to align with reduced credit hours. Collaborate with colleagues at other branch campuses to align Pathways when possible. Continue to up-load pathways to HED web-site.

5. **Vocational faculty HLC qualification standards.** This is a continuation of the work started last spring when we were the first branch campus to successfully argue for the promotion to Senior Lecturer of a vocational/technical faculty member. On September 26, 2017, I wrote to the Chair of the Curriculum Committee, Dr. Matt Mingus, asking if the committee would be willing to help in establishing the peer review process for vocational faculty qualifications but other processes could be established as *peer review teams* as stated below.

This requirement is based on the **HLC Guidelines, Assumed Practices B2:**
The faculty hiring qualifications related to tested experience should be reviewed and approved through the governance process at the institution – a step that should be highlighted for peer review teams, as appropriate.

B2 also states:

When faculty members are employed on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

And:

Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs will hold a bachelor's degree in field and/or a combination of education, training and tested experience.

I am in discussion with the other branch campus Dean's in collecting their best practices in such a process.

**Work to be done: design a rubric for each vocational/technical discipline.
Collaborate with other branches to align rubrics and standards.**

6. Section F: two members of committee Mickey Marsee (Los Alamos) and Elaine Clark (Valencia) met with Policy Committee: **F10 Role and Function of UNM Branch Community Colleges** approved and forwarded to AF+T. **F100 Teaching Load** approved and forwarded with minor changes. **F70 Articulation Degree Approval, Transfer of Course Credit, and Approval of Credentialing Standards** now with AF+T. **F80 Representatives on Faculty Senate and Its Committees** now with Governance Committee. **F90: Faculty Appointment, Reviews, and Criteria for Evaluation** now with the AF+T.

Work to be done: F90 no longer includes any language of exception. Only C. For evaluation of faculty for retention and /or promotion, branch community colleges will use the categories described in Faculty Handbook Section B1. The branch community colleges will utilize consistent implementation and evaluation policies and procedures. (Exception was in D.)

- (a) **Continue to define Division Performance Criteria**
- (b) **Align Faculty/Chair Agreement with (a)**
- (c) **Continue to define Chair's annual evaluation form**
- (d) **Define specific local standards and emphasis for tenure and promotion.**
- (e) **Collaborate with Branch Campuses on process, requirements and standards.**

7. Faculty Hiring Policy references sent out October 10, 2017. Questions or clarifications?

- (a) A51: Faculty Constitution, Article II. College and Department Organization, Section 4. Departments
- (b) UNM Gallup Faculty Assembly Constitution: Charge of the Long-range Planning Committee
- (c) University Policy, Office of Faculty Affairs and Services: Criteria for Annual Faculty Hiring Plans.
- (d) Strategic Planning Diagram. What is involved?

Work to be done: Agree on a Strategic Planning process. Decide on which programs should be prioritized. Divide up work amongst sub-groups.

Goals - to form a vision. A description of a destination. Decide on specific targets of where the campus should be.

Objectives: A measure of progress to bring about the achievement of the goal. Each goal may need a number of objectives to be reached.

For example:

Goals could be (a) by 2020 the automotive program will be fully accredited by the National Automotive Technicians Education Foundation (NATEF) (b) all students will graduate with both an Associate's Degree and ASE certifications.

Objectives with timeline might include (a) complete survey of existing area programs (b) complete needs survey of regional employers (c) estimate budget and sources of funding (d) redesign work space (e) hire two ASE certified faculty (f) at appropriate time enter the NATEF accreditation program.

8. Thursday November 2, 2017, will attend Statewide Advanced Placement Policy meeting.

9. Friday November 3, 2017, will attend Dean's Retreat.

10. Presented written reconstruction of Dean's trainings/workshops/meetings and Assembly attendance for third Friday of the month, January 2015-October 2017.

Dean's Activities January 2015 – October 2017 Reference: Workshops/trainings, main campus Committee work, and Faculty Assembly attendance.

January 2015 present

February 2015 present

March 2015 Meeting with Senior vice Provost and Branch Deans

April 2015 Attended Opening of one-person exhibition of own creative work in Phoenix (long-standing obligation made before becoming Dean.)

August 2015 present

September 2015 Training: What Does It Mean to be an Academic Officer of the University

October 2015 Training: Hiring and Retaining an Excellent and Diverse Faculty

November 2015 Training: Faculty Workload and Performance

January 2016 present

February 2016 Training: Faculty Benefits and Compensation

March 2016 Training: Legal and Policy Obligations: Classroom Conduct and Student Grievances

April 2016 Training: Leadership and Strategic Planning, OEO and Title IX

August 2016 present

September 2016 *excused for family emergency*. Submitted report: Equity-Minded Reform in Academic Reward Systems

October 2016 Special Assembly meeting arranged by Dean on Governance with Dr. Elizabeth Hutchinson and Dr. Marsha Baum

November 2016 no minutes in the archive. On agenda for giving report in person

January 2017 no Assembly meeting

February 2017 present

March 2017 meeting: Section F committee

April 2017 attended AF+T to present Section F drafts

August 2017 faculty meeting called by Dean- 1 ½ hour special face-to-face meeting with faculty

August 2017 Special Faculty Assembly meeting closed. Dean told not to attend.

September 2017, Personal matter, submitted written report

October 2017 present.

UNM-Gallup Welding Program Long Range Plan

Program/Departmental Vision:

The vision for the Welding Program is to implement the revised 2 year AAS degree that was approved by the UNMG Curriculum Committee, the UNMG Faculty Assembly, and is expected for approval from the UNMA Curriculum Committee this Spring. The AAS degree will result in the offering of advanced coursework, enabling our students to attain additional industry certifications through the American Welding Society beyond the 1 year Certificate currently offered. Offering the AAS degree also allows for the Program to transfer CTE (High School) students to continue their education with UNMG after graduation from their current schools.

Program/Departmental Goals/Objectives: Specific measurable goals in the short term (1 year) and long term (3-5 years).

Goal #1 (Short Term)

In order to offer the expanded coursework for the Welding Program (AAS), an additional full-time lecturer needs to be hired. The Program has historically had two full-time Lecturers, and additional adjunct instructors as needed to fulfill the curriculum requirements of Degrees and Certificates.

Future Goals (Long Term)

The Program plans to increase class capacities, class sections, offer online instruction for Blueprint Reading, OSHA, and Metallurgy. We were also in meetings with an architectural firm to design a new building for Welding and Construction Technology. This facility would allow increased class sizes, additional courses, and state of the art instruction, as the current facility is sub par. (We would appreciate LRP committee visiting our facilities.)

Program/Departmental Implementation Plan: Should include timelines and people responsible for achieving Goals/Objectives.

-The Business and Applied Technology Division Chair, Division Faculty and the Long Range Planning and Resources Committee will work together to achieve Goal #1 of hiring an additional full time Welding Instructor. Timeline: Fall 2017 & Spring 2018

-The Business and Applied Technology Division Chair, Division Faculty and the Long Range Planning and Resources Committee should work together, with the

new/incoming CEO & Dean in the planning and implementation of the Welding Program goals as it is vital part of UNM-Gallup's future.

- If the hiring of a full time faculty member is needed to achieve the Goals/Objectives then the following questions should be addressed:

-Position Title.

Lecturer I (Visiting),

The Program is in desperate need to hire this position. As we assume the approval of the revised curriculum in the Spring 2018 semester, and the implementation in Fall 2018, we are asking for a Visiting Lecturer hire for Spring 2018 to facilitate a teach-out of the current students enrolled in Welding certification.

- Budgetary Impact: Salary, benefits, etc...

As there have historically always been two Lecturer positions in the Welding Program, there should already be a line item for this instructor's salary in the Business and Applied Technology budget. Approximate salary: \$50,000

- How will this position positively affect student enrollment, retention, transfer and completion.

Currently with one full-time and one adjunct faculty, we are not able to offer enough courses to enable students to complete a certificate in a year. This hire will permit our Program to offer the required classes, enabling students to complete their certification in a timely manner. This hire will also facilitate Welding Technology to offer the AAS courses for Fall 2018. This hire should, in turn, increase enrollment by being able to offer more courses, increase retention by allowing the students to complete their certificates and certifications on time and increased completion rates by having the ability to offer the courses that students need to complete.

- Could this need be filled by existing adjunct or full time faculty?

No. Adjunct faculty are limited in the amount of coursework they can take on and our current full time Welding faculty member is already maxed out.

- Could this need be filled by a visiting appointment?

A Visiting Lecturer appointment would be the quickest method to begin implementation of offering our students the coursework they need to graduate from Welding Technology. The term of contract for a temporary Lecturer is one year. This timeline will enable us to fine-tune the new AAS and our current certificate offerings, giving us the time to work on the requirements we will need for a permanent hire.

- Please state the proposed timeline for the search (appointment).
ASAP (Fall 2017)