

Faculty Assembly President Professor John Zimmerman reported on the following:

Professor Zimmerman mentioned that the executive team would have to leave for another meeting, so he would keep his report brief. The Operations Committee had met with them on the morning of the Assembly. Professor Zimmerman added a few notes on the chat and muting procedure for those unfamiliar with Zoom meetings.

His next item of information was that \$2000 from the \$2500 in the Faculty Assembly budget, usually used for Faculty Senators' or the Curricula Chair's mileage, had been given to Professor L. D. Lovett, as the Faculty Senate and Curricula Committee meetings are virtual this semester and it is not otherwise being used. Professor Lovett will use this money for the Diversity Committee's work. Mr. Griego is processing the money distribution.

In the discussion with administration this morning, the Operations Committee had talked about the FPDC and mini-grant committees. The Dean is in charge of the FPDC currently, and it is not a standing Faculty Committee; this means that the length of service of individual members and amount of division representation are not generally known. The discussion made a commitment to taking a look at the by-laws and the fairness of the FPDC's operations. With the mini-grant committee, which is currently under Mr. Griego's office, similar discussions will take place, and other efforts, such as strategies for empowering staff to apply for mini-grants. Other strategies will work to clarify faculty access to money and create programs for services for students.

Professor Zimmerman then reminded the faculty that the date of the March meeting had been changed so as not to conflict with the Friday of Spring Break, and that the Assembly elections were upcoming between March and April, with officer, Operations Committee member, and Nominating Committee member positions available for faculty.

No faculty had questions, so Professor Zimmerman turned the floor over to Dr. Daniel Primozić, Dean of Instruction for UNM-Gallup.

INFORMATION

DEAN'S REPORT

DEAN DR. DANIEL PRIMOZIC

DISCUSSION

Dean Primozić spoke about the academic innovation ad hoc committee, and how it will take on the task of adding new programs, since the program prioritization committee sunsetted several of them. The committee's first meeting will be on the 23rd of February; there are about 20 people on the committee, so they may be broken up into smaller groups, subcommittees. They will consider different programs using an instrument derived by Ms. Brittany Babycos, UNM-Gallup's Institutional Researcher. Dr. Sabrina Ezzell will chair one of the subcommittees; the other chair is undecided at the moment. Dean Primozić invited people to contact him if they hadn't heard about the work of the academic innovation committee yet but wanted to be part of it.

The work of the academic reorganization committee will be postponed. This is to avoid burnout of the chairs, who will need to be members of both of them, and Assembly members. It will also allow the academic innovation committee to hit the ground running. The academic reorganization committee will probably start work in the fall.

Other members of the administration team were then asked for reports if they wished to give them, and Dr. James Malm, Chancellor of UNM-Gallup, spoke.

INFORMATION**CHANCELLOR’S REPORT****DR. JAMES
MALM**

DISCUSSION	
<p>Dr. Malm thanked the faculty for pivoting so well to online instruction during the pandemic, and said he would be able to present a balanced budget to the local advisory board at their upcoming meeting. He thought UNM-Gallup was coming out of the COVID year doing fairly well on operations, and doing great things with students. He again thanked faculty, this time for sharing the joy and goodness and being effective instructors.</p> <p>Mr. Robert Griego, UNM-Gallup’s CFO, added that many employees were doing a good job of keeping within their budget indices. He believes that working with the schedule will improve the outlook even further, and that COVID cases are dropping. The faculty and staff retirements in December had also helped with budgeting, he said.</p> <p>Mr. Lee Lamb reported that he had secured a Zoom webinar license for the campus, and he can help faculty register for it. He also reminded faculty that the PR office is there to share news of the good work they are doing. When posting on social media, he asked that faculty abide by the code of conduct and use appropriate channels for news or stories. Mr. Lamb is available by e-mail to take care of business, and accept suggestions.</p> <p>No faculty had questions, so at this point, the executive team departed.</p>	

INFORMATION**CONSTITUTION & BY-LAWS****DR. KERI
STEVENSON**

DISCUSSION	
<p>Dr. Keri Stevenson, chair of the Constitution & By-Laws Committee, shared her screen with the current copy of the UNM-Gallup Faculty Assembly Constitution. The document included changes suggested in 2020 that had not passed the last Assembly vote, along with some changes suggested in the last week by committee chairs and others, via e-mail, to by-laws and organization. Dr. Stevenson proceeded through the document, adding changes as offered by Assembly members.</p> <p>The first concerned the name of the Math and Sciences division on the first page of the constitution. While it was referred to as Math and Sciences there, its correct name is the Mathematics, Physical, and Natural Sciences Division. Dr. Stevenson made the change, and the Assembly moved on to discuss an addition to the Faculty Assembly Structure section suggested by Dr. Kristian Simcox. Dr. Simcox explained that he believed temporary part-time faculty representatives to the Assembly should have been under contract for at least one academic term during the year they served. This way, the instability of adjunct hiring procedures and contracts would not lead to instability in their Assembly representation. Other faculty agreed, and Dr. Stevenson explained a few other changes that had been proposed the prior year, including giving voting rights to visiting faculty, clarifying that division chairs and library faculty could vote, and changing titles as necessary (the UNM-Gallup CEO has become the UNM-Gallup Chancellor, for example). No one suggested changing these, or anything in the section on the Rights and Responsibilities of the Assembly, so the reading continued.</p> <p>A change suggested last year, that the vote for Assembly officers be held online between the March and April meetings, was accepted, as was the parliamentarian’s role changing from a non-voting to a voting member of the Operations Committee. The first large and recent change came when Dr. Stevenson reached the Faculty Committee on Student Affairs. The Operations Committee had</p>	

suggested that this committee be dissolved, and the Assembly discussed the reasons why. First, the Faculty Committee on Student Affairs directly contradicts the policy for student grievances outlined in Pathfinder, the student handbook at UNM. This requires, first, an informal process during which the student attempts to settle the issue with the instructor, then the division chair, and finally the Dean. If no satisfactory resolution is reached, the student begins a formal process that must include a written complaint. While the Dean of Instruction may appoint an advisory committee to assist him with the investigation into this complaint, that is not the Faculty Committee on Student Affairs. Second, the informal/formal process has been vetted by university lawyers and the Board of Regents, and we do not want to contradict this. The Faculty Committee on Student Affairs was a vestige of an earlier time when UNM-Gallup pursued different policies. Third, the committee is largely inactive and has not met to investigate a grievance for several years, as confirmed by Professor Zimmerman's talks with Director Jayme McMahon and several committee members. Because faculty should know and follow the Pathfinder process and we do not want to confuse either instructors or students, the Assembly should delete the committee. No objections were raised, and this change was accepted.

A few other committees had made no changes in their by-laws, so the discussion continued to the by-laws for the Strategic Planning Committee. Changes from last year included those to titles, such as CEO to Chancellor. Dr. John Burke, the chair, had also suggested some recent changes, such as the committee working out a schedule of meetings at the beginning of the semester instead of every second Friday of the month, because the strategic planning process at UNM is largely in flux. He asked for a few more changes now, namely that most of the committee's listed duties be stricken. What is left will constitute specific examples of the committee's duties, namely acting as the faculty's voice in large recommended changes like building plans and reorganization decisions.

Dr. Arun Muthaiyan, chair of the Library Committee, spoke next about the changes he would like to see made to its by-laws. These were a clarification that the committee chair can make up one of the three Assembly faculty members needed for quorum; the change that the committee chair will be elected every year, but can be re-elected; and a requirement for members to regularly attend meetings. The striking of the phrase "undergraduate and graduate" before "students," as UNM-Gallup does not have graduate students, also took place. Dr. Muthaiyan had suggested changes before the meeting, and had no new ones to add.

Dr. Stevenson continued with the reading, noting that the Ethics and Academic Freedom Committee had been dissolved after being inactive for several years, and would be removed from the constitution. The Committee on Teaching Excellence and the Constitution and By-Laws Committee had made no changes to their by-laws. There was a brief discussion about the name of CARC, which appeared in the constitution as Assessment Committee. Assembly members thought that the full name might be Curriculum Assessment Review Committee, but checking revealed that UNM does not use this title. Therefore, the Assembly approved changing Assessment Committee to College Assessment Review Committee, its true name.

Changes after this one were several others first proposed last year, including changing CEO to Chancellor in CARC's by-laws, removing the on-hiatus and inactive Rank and Tenure Committee, and adding the Adjunct Affairs and Distance Learning Committees as Faculty Assembly standing committees. Since those committees had discussed their by-laws thoroughly the year before, their chairs had no changes to add. The next extended discussion occurred when the Assembly reached Section II of the constitution, on Operating Policies. The renaming of Development Week as Convocation Week was accepted, and then faculty discussed what quorum meant and required. Professor Zimmerman explained that the constitution and by-laws had previously been silent about what should happen if the Assembly did not reach quorum, so clarifying language was added. The

constitution now would state that if the Assembly does not reach quorum, the meeting shall adjourn. Members might present informational items after this, but not take actions such as voting.

The constitution also stated that quorum would require at least 30% of voting faculty. The Assembly talked about what would happen should in-person gatherings above a certain number still be banned in the following academic year. Given this possible restriction, as well as faculty members moving out of the community, Dr. Lora Stone and others suggested a possible hybrid option, where quorum would count as composed of members in attendance both in-person and virtually. Professor Zimmerman agreed that a hybrid way could be a good choice. Other Assembly members pointed out that there could be a conference call option, and it would benefit faculty teaching completely online, who might find it difficult to come to the campus. Given this, the Assembly agreed to change the language in the constitution to constitute a quorum of 30% of voting faculty, either in-person or remote. Then, as questions were asked about what an “informational item” constituted in the absence of quorum, the Assembly decided to change the language to “discussion or action item” rather than informational item, to prevent confusion with items like reading the constitution that would require an audience.

The Assembly then proceeded through more previously-suggested changes to the constitution, including that committee preferences would be assigned in the fall rather than the spring semester, that all faculty members on standing committees would have the right to vote, and that the President of the Assembly would work in consultation with the Operations Committee to determine committee assignments. The UNM-Gallup CEO’s title had been changed to Chancellor in section III-A, and the Assembly had previously clarified that Assembly members might vote by e-mail as well as mail. The last large, new change was the addition of signature and date lines at the end of the constitution for those who needed to approve it. After some debate, the Assembly agreed that there should be spaces left for the Faculty Assembly President, UNM-Gallup Chancellor, and University of New Mexico President. After a final question as to whether the numbers for a quorum were separate from the numbers needed to approve the constitution, which Professor Zimmerman replied positively to, the discussion of the constitution finished.

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION	
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Professor Zimmerman asked for committee reports:

UNMG Senator to ABQ: Dr. John Burke reported that the Faculty Senate is considering a resolution on divesting from fossil fuels and that a section of the Handbook on faculty discipline is coming up for a vote.

Budget Review Committee: Dr. Bruce Gjeltrema, the chair, gave a broad overview of the university budget. A year ago, we did not know what the effects of COVID were or would be. The program review work was done last August and in fall, and the new program planning committee is the next step of the process. The committees should work to make sure that faculty understand our budget better and align our goals better to it. The emergency session of the state legislature last year used reserve funds and CARES Act money to stabilize the state budget, and UNM-Gallup also used reserve money. Dr. Gjeltrema said that the numbers are looking better right now for oil and gas revenues, about twice as good as we thought they would be a few months ago. We are only halfway through our current legislature session, but it looks positive. We might also get more funding from Congress. Therefore, the state in the short run is in good shape.

Dr. Gjeltema also reported that the local budget looks solid, due to reserves and money saved by retirements. There are also solid hopes for what the state might allot. We are looking at a flat budget instead of a 5% reduction.

Dr. Gjeltema cautioned that UNM-Gallup will still need to look to the future and the enrollments. That is another reason why we should tackle scheduling and new programs. The BRC will have a strong voice for faculty in the future as we weather more crises, like a possible moratorium on licenses for companies on public lands.

Committee on Teaching Excellence: Professor Roseanna McGinn gave the report, and said the committee had met last month. She talked about the projects the committee had hand in hand before COVID; these included documentation of best practices for different kinds of teaching, such as hybrid, on-campus, and online. The committee was investigating multiple teaching modalities, but are only focusing on online presence now. They will have a best practices document for online teaching done soon, and will focus on ones for other modalities later. They are also working on a Blackboard Learn document.

Constitution and By-Laws Committee: Dr. Keri Stevenson, the chair, reported that the committee had met and reviewed its by-laws, but decided to make no changes. The members will also be discussing how to encourage faculty members to vote on the proposed changes to the constitution and by-laws.

CARC: Professor Kelley Schukar, the chair, was not present, but had sent a report to Professor Zimmerman. She has met with division chairs to see what assessment reports are needed. She will meet with the Dean of Instruction soon, and has already received some reports. The process is ongoing. She has also been meeting with assessment coordinators on main campus. Professor Schukar asked faculty members to contact her if they are curious about what assessment reports are needed in their areas.

Faculty Committee on Student Affairs: There was no report from this committee

Curricula Committee: Dr. Carolyn Kuchera, the chair, reported. The Curricula Committee had not voted on any program reviews or other documents in their latest meeting. They have, however, received the program review for the certificate in becoming a Nursing Assistant. Dr. Kuchera added that the committee will elect a new chair soon.

Library Committee: Dr. Arunachalm Muthaiyan, the chair of the committee, reported that the library has resumed some student services and textbook faculty scanning services and giving out Wi-Fi hotspot devices to students. They had also discussed the position left open with the retirement of one of the library staff. One will need to be hired for normal business hours. Finally, as the library website already has writing and citing tools for students, the committee discussed adding resources for students who are required to do online presentations for their classes. This could include resources on how to use Zoom.

Strategic Planning Committee: Dr. John Burke gave the report, mostly speaking about other matters that had also occurred at the Faculty Senate meeting. The ad hoc committee on branch campus issues is working to become a full Faculty Senate committee. They have gone over a charter document to be approved by the Faculty Senate in the future. Dr. Finnie Coleman, the Senate President, has encouraged this, and branch campus members being on the Faculty Senate Operations Committee. Professor Zimmerman added that Assembly members can contact the UNM-Gallup Senators if they want to see the document.

Distance Learning Committee (ad hoc): Dr. Yi-Wen Huang, the chair, gave the report. She said that the committee had been working on an online class template. They recently discovered that the Albuquerque campus has that template already. Dr. Huang posted the link for the class template in the Zoom chat. This will help a first-time online instructor start a class on Learn; among other portions, it has an instructional video. The Center for Teaching and Learning has also provided resources. Dr. Huang added a few instructions on e-mailing Learn support and creating a support ticket.

Adjunct Faculty Affairs Committee (ad hoc): Dr. Kristian Simcox, the chair, said that the committee had met a few weeks ago. Their Microsoft Teams worksite is nearly fully functional, and will enable part-time faculty to discuss their teaching. Adjunct workspace is an ongoing issue. The committee would like to see it addressed when we move back onto campus. They are trying to investigate and identify functional adjunct workspaces. Then they will try to advertise them to adjuncts.

The committee also discussed professional development, compensation, and job security for adjuncts. They would like the administration's current policies to be more transparent. They can then make recommendations to amend these policies or create new ones.

Dr. Simcox then introduced the four adjunct reps for the Assembly: Professor Keegan Mackenzie-Chavez, Professor Jay Gomez, Professor Cherise Johnson, and Professor Jeff Hunt. Professor Mackenzie-Chavez was in attendance as the adjunct rep for this Assembly meeting.

INFORMATION

ANNOUNCEMENTS

VARIOUS

Dr. Tracy Lassiter mentioned the upcoming presentation by poet and activist Jimmy Santiago Baca. There will be free registration offered online; it will be a Zoom webinar. She asked faculty to promote it to their students. The webinar will take place March 24 th at 3:30.	

ACTION ITEM

ADJOURNMENT

I move to adjourn.	
Motion: Chris Chavez	
Seconded: Yes	
Vote: Unanimous	
Motion Carried: Yes	
Meeting adjourned at 2:01 PM, by Faculty Assembly President Professor John Zimmerman.	
Recorded by: Keri Stevenson, Faculty Assembly Secretary, on February 19 th , 2021	