



**INFORMATION**

**FACULTY ASSEMBLY  
PRESIDENT'S REPORT**

**PROFESSOR JOHN ZIMMERMAN**

**Faculty Assembly President Professor John Zimmerman reported on the following:**

Professor Zimmerman made a special announcement about Robert's Rules of Order and the Assembly Constitution. Robert's Rules of Order, which we should try to follow, say that without a quorum, the Assembly can only take three actions: adjourning, recessing until a later date, or recessing to try and achieve a quorum. The Constitution does not address this issue. Professor Zimmerman is in favor of amending the Constitution, perhaps by adding a provision to allow informational reports without a quorum.

He also announced that the Constitution defines members of the Assembly as full-time permanent faculty; technically Visiting faculty are not members since their appointments are temporary. Thus, they are not allowed to vote. Professor Zimmerman did underline that they are always welcome to attend the meeting. Likewise, adjunct faculty are allowed to attend, but only adjunct representatives can vote.

Dr. Antoinette Abeyta, the parliamentarian, also wanted to emphasize the rule that members of the Assembly have three minutes to speak on a certain subject. Everyone else who wants to speak gets a chance to speak; only then can the first person make another statement. The parliamentarian brought signs to encourage others to keep the rules in mind. Professor Zimmerman acknowledged that Professor Kezele got cut off at the last Assembly meeting, but stated that we will adhere to these rules in the future, as this is a matter of timekeeping.

No faculty had questions, so Professor Zimmerman turned the floor over to Dr. James Malm, the Chancellor of UNM-Gallup.

**INFORMATION**

**CHANCELLOR'S  
REPORT**

**DR. JAMES MALM**

Dr. Malm wished to acknowledge that he had had his interview for the CEO/Chancellor position two years ago today. He stated that, despite other offers of leadership positions on the table at the time, he had chosen UNM-Gallup. Of the nine administrative people, executive leadership and division chairs, who had shared the duties with him when he began, only two are currently left. Dr. Malm stated that this is a sign of progress bringing UNM-Gallup's leadership closer to where it needs to be.

He then reported that he had just come from a group that had talked about Department of Energy grants and others that may benefit UNM-Gallup. Dr. Malm hopes to increase the supply chain of students to fill national needs as well as student graduation rates. He will have another meeting this afternoon in Albuquerque; this involves a potential large cash gift from a donor. If secured, it will double the size of the permanent endowment fund.

Dr. Malm moved on to acknowledge the faculty union vote held on the campus this week. He asked about official results, since he had not heard of any, but Professor Zimmerman replied that he had not yet heard, either. Dr. Malm spoke of how, regardless of which way the union vote goes, we will continue to be colleagues. He does not want to become involved in the sometimes adversarial relationship between labor and management. He thinks that UNM-Gallup administrators will not be involved in the bargaining process, so he thought the adversarial relationship unlikely.

At this point, as Dr. Abeyta had signaled that Dr. Malm was over time, he halted and apologized. He said that at the Board of Regents meetings, there are time limits on votes, along with digital monitors. When the time limit is surpassed, the screens turn red and the mikes cut off.

No questions arose, so Dr. Malm finished his report, and Professor Zimmerman turned over the floor to Dr. Daniel Primozic, Dean of Instruction for UNM-Gallup.

**INFORMATION**

**DEAN OF INSTRUCTION'S  
REPORT**

**DEAN DR. DANIEL  
PRIMOZIC**

Dean Primozic's report began with an apology to the Faculty Professional Development Committee. He had not meant to imply that they had made bad decisions or deliberately shady ones. He praised their work. He then informed the faculty that he will be on jury duty for a time in the near future.

He added that Dr. Carmela Lanza has accepted his offer to be an adviser for Phi Theta Kappa, the Honors Society. She will also be working to start an honors program. This is good for students, as those who become members of PTK can acquire extra scholarships.

Dean Primozic also shared the news that UNM-Gallup may be signing an articulation agreement with Navajo Tech University. They want a two-way agreement between us; the Dean is more in favor of one that would allow our students to be able to transfer their credits there, which is a one-way agreement. He will meet with the Dean of NTU to see if he will agree.

The Dean also told the Assembly that he had still received no response from main campus about grant-writing training, but he does have relationships with the people there that he can call upon to receive an answer. There is also still nothing solid back from the Ombudsman's office, but the Dean meant to keep trying.

At this point, Dean Primozic had reached the end of his report, and opened the floor up to questions from the Assembly.

The first question concerned whether Dr. Lanza's new position came with a SAC or course release. The Dean noted that he was more in favor of a course release. The next question was about whether this opportunity was made public for other faculty to apply, and whether it would be made public in the future. The Dean said that it had not been made public, but would be in the future.

One faculty member asked for an update on the progress of the search for Education Specialists to work in CAL. The Dean replied that search committees are coming together, but the search has not yet begun. This means that the Dean does not yet have a definite timeline for the launching of the search process, but he acknowledged the need.

The articulation agreement with NTU was the next subject of discussion. The Dean said that there are currently perhaps five or six programs which NTU will accept credits for. He would prefer not to accept credits from NTU. One faculty member stated that an articulation agreement with their Education Department would be a good idea, as they are highly-accredited. The Dean said this might be possible.

One member of the Assembly was concerned about what main campus would say about this agreement with NTU. Dean Primozic, however, has checked and discovered that there are many branch campus articulation agreements that do not go through the Provost's Office. The Provost will know about this

agreement, but we do not technically need his approval. The Dean also said, in response to further questions, that they will need to discuss what programs and degrees it will be possible or necessary to offer.

The Dean reached the end of his report. Professor Zimmerman reclaimed the floor and turned it over to Mr. Robert Griego, CFO of the University of New Mexico-Gallup.

**INFORMATION**

**CFO'S REPORT**

**MR. ROBERT  
GRIEGO**

CFO Griego explained, first, that he has worked with trade unions in the past. This has not affected our collegiality. Among other groups, UNM has worked with police and staff unions on a regular basis.

He then discussed a health initiative that bookstore manager Rose Adakai has approached him about: a space for exercise on campus. This will be a pilot program fitness room, for faculty and staff only, in the vacant storage space next to the mailroom. It is planned to include a stationary bicycle and two walking machines. There will also be a table for a work area. A time-check system will function to mark how long one particular person has used a particular machine. Mr. Griego said that he hoped to have the room ready for use in the next month or two. This program might spread to other buildings in the future if it goes well.

HR is currently searching for a senior PR specialist. There has been no offer made, but there have been interviews of candidates.

On the technology side, IT has had trouble getting student employees, and CFO Griego said that Anne Saucer has started some plans that may help. The campus will be updating classroom technology and internet access, which will probably include whiteboards. They also have plans to replace all the computers in all the campus labs. This is estimated to cost some \$300,000. The computers will include software to monitor usage. This will help to give all students access to computers and show which labs and programs are used most often.

CFO Griego also said that he has reached out to the Budget Review Committee and that they have a copy of the multi-year plan. This is due in ten days. CFO Griego hoped the committee would meet with him. He thought it would be a rough process, but he was looking forward to it.

The CFO finished his report and asked for questions. One faculty member asked whether there would be a Holiday in New Mexico party on campus this year, as Marilee Petranovich's death might have affected the plans. Mr. Griego said that an informal committee was being put together to handle the plans, with two co-chairs organize it.

No other questions arose, so Mr. Griego finished his report, and the executive team departed. Dr. Malm asked Professor Zimmerman if the Operations Committee could debrief management after the Faculty Assembly, and invited Professor Zimmerman to meet with him. Professor Zimmerman agreed, and the Assembly moved on to discussion of the FPDC and the data collection instrument put together by the Operations Committee.

**DISCUSSION ITEM**

**FPDC DATA COLLECTION**

**PROFESSOR JOHN  
ZIMMERMAN**

	<p>Professor Zimmerman presented the form that the Ops Committee had designed for FPDC data collection to the faculty (see attached). He stressed that this is a form for feedback from the faculty, like the one for feedback from the Distance Learning Committee that the Ops Committee had passed out at the last Assembly meeting. The Ops Committee, he said, does not dictate policy to Dean's committees, but wanted to create a quick vehicle for faculty to voice their opinions.</p>
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	<p>Faculty have the option to rate the options 1-5. There is also space for faculty to voice concerns. Professor Zimmerman thanked Professor Smita Rashid, the committee chair, for following up with the Dean. Professor Zimmerman then said that faculty could work on the form as the meeting moved on. Faculty who finish it outside the Assembly time are welcome to send it to Professor Rashid via campus mail.</p>
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**INFORMATION**

**ADJUNCT TASK FORCE  
REPORT**

**DR. KRISTIAN SIMCOX**

	<p>Professor Zimmerman stated that the Adjunct Task Force will be continuing this year, as it is a Faculty Assembly task force renewed by the Assembly. He then asked Dr. Kristian Simcox to make the report.</p>
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	<p>Dr. Simcox said that the task force had met to discuss priorities for the near future. They hold some objectives as especially important. These include workspaces, some of which are available to adjunct faculty, but these faculty do not always know where they are. The task force is going to collect that information and put it on the website. One of the current spaces available that they can work in is SSTC 1127. However, there are no computers in this room, so the adjunct task force is going to request two desktop computers be placed there.</p>
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	<p>Relatedly, adjunct faculty have no laptops. The task force is trying to set up a way to request laptops for checkout. They will need numbers—the CFO is willing to work with the task force on this—and there will need to be a checkout policy set up with IT. IT wants adjuncts to check out laptops on a daily basis, but this would not allow adjunct faculty to check them out after the IT office is closed or on weekends, when many part-time faculty teach their classes.</p>
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	<p>Dr. Simcox also named online teaching support for adjunct faculty as an important issue. He thinks the Distance Learning Committee will help if they and the task force can be in communication.</p>
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	<p>Faculty then offered suggestions to help the task force. One faculty member said that room 124 in Calvin Hall has four empty offices. These could become adjunct space. Mr. Rob Hunter suggested that the laptop policy could be based on the one that allows students to check out laptops. A semester-long use policy seemed to be a good idea. Ms. Cecilia Stafford also offered to potentially host laptop checkouts in the library if they have a space. Dr. Simcox thanked the faculty for their ideas.</p>
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	<p>No other faculty had questions, so Dr. Simcox ended his report and the Assembly proceeded to the report by the Distance Learning Committee.</p>
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**INFORMATION**

**DISTANCE LEARNING  
COMMITTEE**

**PROFESSOR JOHN  
ZIMMERMAN**

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As the chair of the Distance Learning Committee was not present, Professor Zimmerman stated what he knew. This committee has sent out a few numbers by e-mail reporting on percentage of online classes, but there are no updates from the data collection by faculty as yet. The Faculty Assembly proceeded to the next item on the agenda.

**DISCUSSION/ACTION  
ITEM**

**SCHEDULING**

**PROFESSOR JOHN  
ZIMMERMAN**

Professor Zimmerman explained that the Scheduling item had been added to the agenda since there are problems with the schedule, although some faculty might be unaware of them. These included lack of faculty feedback on the schedule, division chairs not being allowed to make changes, and division chairs not being allowed to share information.

Professor Zimmerman was aware of chairs' frustrations, and said that he believed they should be interacting with the Dean to help give information and feedback about the schedule. Accordingly, the Ops Committee and the Faculty Senators had worked on a scheduling resolution (see attached) that he distributed to the Assembly. Professor Zimmerman said that he would like a motion to approve it, after giving faculty time to read and absorb the content.

One faculty member asked what the reason was for not distributing individual schedules. The response centered on chairs being directed not to do so, although it was not clear who had issued that instruction.

Professor Zimmerman encouraged faculty to offer possible emendations for the document.

**I move to approve the document.**

**Motion:** Matt Mingus

**Seconded:** Yes

**Discussion:** One faculty member stated that software could be a possible solution for the problem. Dr. Abeyta, for example, had worked at an institution that successfully used such software.

On further questions about scheduling software, Professor Zimmerman said he had spoken with Provost Holloway and passed along what we were told. This included both that we were not allowed to have access to the software and that the price tag was too high. Professor Zimmerman asked the Provost to talk to those in charge of the software.

One Assembly member asked what the purpose of the document was. Professor Zimmerman responded that we can send this as a representative of faculty voices to the administration. It can go to all members of the executive team if necessary. Professor Zimmerman will sign his name to it.

Conversation returned to the scheduling software and who has access to it. Professor Zimmerman replied that he doesn't know for sure, but that it is someone on main campus. Our current schedule is being created by Institutional Research, but the Provost asked how our registrar and Student Affairs were involved, so Professor Zimmerman thought it was likely that the software is used in the Registrar's office on main campus.

He also added that we do not want to struggle with administration over every minute detail. However, we do have rights and responsibilities that include the schedule, given that the Assembly has purview over general faculty welfare. Professor Zimmerman felt that there had been no shared governance in

the matter, and that currently we did not have the messy democracy that Dr. Malm has said that our campus possesses. He invited chairs to add their experience if it had been different.

A suggestion was made to change the word “demands” in the scheduling document. Professor Zimmerman agreed that this was possible, but submitted it to the Assembly for approval. In the end, not enough faculty wished to change this wording. They did, however, approve removing the word “obviously,” which had been in the original document as some members of the executive team appeared to believe in the past that faculty did not obviously have oversight of the schedule.

Questions were asked about what kind of timeframe the executive team would have to respond. Professor Zimmerman said that the Assembly would give them a month. Another faculty member added that it was unlikely the cost of the scheduling software was prohibitively high, given that the Zollinger Library pays a small maintenance fee for programs like the online catalog system. Since UNM-Gallup has an operations agreement with UNM main campus, we may be able to obtain the scheduling software easily.

Other faculty discussed looking into scheduling systems that the other branch campuses use, and that it disturbed them that division chairs, Student Affairs, and others had been excluded from the new process. Professor Zimmerman thinks scheduling should fall under the responsibility of the chairs, and the Provost agrees.

**Voice Vote:** Unanimous

**Motion Carried:** Yes

**ACTION ITEM**

**CURRICULA COMMITTEE**

**DR. CAROLYN KUCHERA**

Dr. Kuchera announced that the Curricula Committee has passed the Form C for the A.A. S. in nursing.

**I move to approve this form.**

**Motion:** Carolyn Kuchera

**Seconded:** Yes

**Discussion:** Dr. Kuchera explained that this form is needed to be in compliance with the new core requirements and the national accreditation process for Nursing. It changes the old A.S. to an A.A.S. and adds a three-credit gen ed course to the plan of study.

**Voice Vote:** Unanimous

**Motion Carried:** Yes

**INFORMATION**

**COMMITTEE REPORTS**

**COMMITTEE CHAIRS**

**DISCUSSION**

**President Zimmerman asked for committee reports:**

**UNM-G Senator to Albuquerque:** Dr. Shirley Heying gave the report. At the last Senate meeting, President Finnie Coleman mentioned that the Senate would remain neutral on the unionization process, but most of the meeting discussed unionization. This information is available on the website. Dr.

Coleman also talked about his visit to the Gallup campus and encouraged other main campus faculty to visit the branches.

In addition, President Stokes talked about campus security. Dr. Heying stated that they are discussing putting a fence around main campus.

The Provost has provided a report on the website. There are also approved faculty policies up for comment, D. 175 and D. 176, and approved Form C's. Policy D.170 is up for campus comment.

Dr. Heying's final remark was on the Senate's discussion of bias in student evaluations. Given the low numbers of students who participate in them, it is hard to be sure of how valuable the information is that they provide.

**Budget Review Committee:** This committee has not yet responded to CFO Griego's request for faculty input on the budget, partially because they have not held a meeting. The Ops Committee may hold a discussion of the budget, and Professor Zimmerman stated that interested faculty can contact him. He can be in contact with Dr. Gjeltema as necessary.

**Teaching Excellence Committee:** The chair of this committee, Professor Chris Platero, was at a meeting that meant he was not able to attend Faculty Assembly. The committee is trying to establish a consistent meeting time. They had spoken about conferring with the Dean, but Professor Zimmerman stated that they will need to work through the Operations Committee, as they report to the Faculty Assembly.

**Constitution and By-Laws:** This committee had no report.

**CARC:** This committee had not held a recent meeting, but was seeking dates they could meet. It is likely that these meetings will be held on Tuesdays. The deadline is coming up for Second Language and Fine Arts (Areas VI and VII) assessment reports, on October 25<sup>th</sup>.

**Faculty Committee on Student Affairs:** Dr. Antoinette Abeyta is now chair of this committee. They are reviewing the process of filing complaints and updating the language around filed student reports. They are also creating a flowchart for complaint reports to give as handouts to faculty and students.

**Curricula Committee:** Dr. Carolyn Kuchera reported that the committee had conditionally approved a program review for the A.A. in liberal arts.

**Library Committee:** This committee will most likely hold its next meeting on Friday the 1<sup>st</sup> of November. They are still in need of more members.

**Strategic Planning Committee:** Dr. John Burke is now chair. This committee has met and will be distributing a survey. They are gathering feedback on a division level, to share with chairs. They would prefer to receive 100% feedback from faculty. Those recommendations will be brought to the next Faculty Assembly meeting.

Professor Zimmerman acknowledged the work of committee chairs and thanked them for their efforts.

DISCUSSION	OTHER BUSINESS	VARIOUS
DISCUSSION		
<b>Professor Zimmerman opened the floor for comment on other business:</b>		



There was an announcement that RMCH has called for a Women's Health and Pregnancy Department. They did an art piece for a fundraiser. This piece, by Casey Tom of the UNM-Gallup Welding Department, is on display at the gala/fundraiser. Pictures taken of the piece can be sent to Carmen Wellborn, who will add them to our website.

The Nursing Program also announced that their accreditation had been approved for eight years, the maximum.

Ms. Stafford reminded the Assembly of the *Red Mesa Review* celebration, to be held on the evening of the 23<sup>rd</sup> of October.

**ACTION ITEM**

**ADJOURNMENT**

DISCUSSION	
<p><b>Motion to adjourn:</b> Cecilia Stafford  <b>Seconded:</b> Yes  <b>Voice vote:</b> Unanimously approved  <b>Motion carried:</b> Yes</p>	
<p><b>Meeting adjourned at 1:37 PM, by Faculty Assembly President Professor John Zimmerman.</b></p>	
<p><b>Recorded by:</b> Keri Stevenson, Faculty Assembly Secretary on October 18<sup>th</sup>, 2019.</p>	

## FPDC Data Collection Instrument

The purpose of this form is to collect information and recommendations from faculty so that they can be presented to the Faculty Professional Development Committee. Our intention is not to compromise or denigrate the good work of the FPDC Committee but to expand the dialogue, in a non-confrontational way, for the betterment of all faculty. Please rank the issues below in order of their importance to you (with 1= most important), and write in others on the blank lines, if you have additional ideas.

\_\_\_\_\_ Increasing the FPDC budget by X% each year (X should be \_\_\_\_\_)

\_\_\_\_\_ Another structure, such as having each faculty member receive up to a certain dollar amount per year.

\_\_\_\_\_ Allow multiple Professional Development opportunities for faculty per year, dependent on an overall cap and available funding.

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## Faculty Assembly Scheduling Resolution

*Whereas* there has been a distinct lack of transparency in the creation of the proposed Spring 2020 schedule;

*Whereas* the creation of the Spring 2020 schedule was undertaken without any discussion with faculty of the data, algorithms or educational priorities used in determining that schedule;

*Whereas* our institution's guiding principle of Shared Governance has not been practiced in the creation and dissemination of the proposed Spring 2020 schedule, a document that greatly impacts faculty working conditions and student learning conditions;

*Whereas* the current proposed schedule is rife with double bookings of faculty/classrooms, Academic Freedom concerns and at least one concern regarding the Americans with Disabilities Act; and

*Whereas* it is understood that the above irregularities are possibly the result of a lack of clear communication to chairs and faculty;

Therefore, be it resolved, that the UNM-Gallup Faculty Assembly:

*1-* demands that the Executive Leadership Team, as per the UNM-Gallup Faculty Assembly Constitution, allow the faculty to exercise its prerogative of "right of review and action" as quoted below pertaining to "formulation of institutional aims" of which class scheduling is included.

### B. RIGHTS AND RESPONSIBILITIES

Within the scope of the written agreements between the UNM-Gallup Branch Community College Advisory Board and the UNM Board of Regents, the Faculty Assembly shall have the right of review and action in regard to the following:

Formulation of institutional aims, viewed as mutual responsibility of faculty, Branch Campus administration, the UNM-Gallup Campus Community College Advisory Board, and the Board of Regents

*2-* strongly encourages the Executive Leadership team to allow the Division Chairs to fully and transparently engage in the schedule creation process for the benefit of the Faculty and the students we serve;

*3-* requests a cost analysis of scheduling software vs. human resources spent between the Chancellor's Office, the Institutional Researcher's Office, the Dean's Office, Student Affairs, the Registrar's Office and the respective Division Chairs

*4-* requests that an investigation be made into the potential purchase of scheduling software, if fiscally appropriate, and that a report on potential software options be presented to the Faculty;

*5-* this issue being time sensitive, as the proposed schedule goes "live" on November 1, we request clarity and specificity on issues 1 & 2 within 5 working days (October 25th) and on issues 3 & 4 on or before the November 15 Faculty Assembly Meeting.