

# Faculty Senate Meeting

## MINUTES

JANUARY 15, 2016 12:32 PM

SSTC 200

<b>MEETING CALLED BY:</b>	Dr. Lora Stone, Faculty Senate President
<b>NOTE TAKER:</b>	Shirley Heying, Secretary
<b>FACULTY ATTENDEES:</b>	Elvira Martin, Myrriah Gómez, Loren Leekela, Joe Kee, Robert Encinio, Lilia Cuciuc, Rachel Hewett Beah, Shawnadine Becenti, Laura Blalock, Frank Loera, Carmela Lanza, Sonya Damon, Kristi Wilson, Chris Platero, Sylvia Andrew, Gloria Dyc, Kamala Sharma, Chris Chavez, Ann Jarvis, Tom Kaus, Yi-Wen Huang, Kelley Schukar, Stephen Buggie, Matt Mingus, Kristian Simcox, Rachael Stewart, Alex Sandoval, Antoinette Abeyta, Florentin Smarandache, Dennis Brieno, Irene Den Bleyker, Al Henderson, Samir Wahid, Kyle Nuske, Coleen Arviso, Jim Fisk, Lewis Gambill, Robin Lasiloo, Anthony Begay,
<b>GUESTS:</b>	Dean Ken Roberts and Jayme McMahon

**ACTION APPROVAL OF AGENDA DR. LORA STONE**

<b>DISCUSSION</b>	
<p><b>I move to approve the agenda for today's January 15, 2016 UNMG Faculty Senate meeting.</b></p> <p><b>Motion:</b> Lewis Gambill  <b>Seconded:</b> Matt Mingus  <b>Discussion:</b> Director Dyer is not able to attend today's meeting. A guest, Mel Sanderson, will speak after the Student Services report, as will any other invited guests today. Each guest will have 5 minutes to speak. Al Henderson asked for clarification on today's meeting and the executive session, requesting that the executive session be repealed. Dr. Lora Stone stated that per Robert's Rules and UNMG Constitution, the executive session will remain in place. Mr. Henderson stated that the decision to keep the executive session in place for today's meeting is in violation of the state ruling on open meetings. President Lora Stone asked that Mr. Henderson's statement be noted in today's Faculty Senate meeting minutes; however, the executive session will remain in place as presented in today's original meeting agenda.  <b>Voice Vote:</b> Unanimously approved.  <b>Motion Carried:</b> Yes</p>	

**ACTION APPROVAL OF MEETING MINUTES DR. LORA STONE**

<b>DISCUSSION</b>	
<p><b>I move to approve the minutes from the November 20, 2015 meeting of the UNMG Faculty Senate.</b></p> <p><b>Motion:</b> Matt Mingus  <b>Seconded:</b> Rachel Hewett Beah  <b>Discussion:</b> There are several corrections regarding the November 2015 meeting minutes. The motion to approve the agenda of the meeting needs to reflect the November 20, 2015 date rather than November 29. On page 6, the minutes should state "ethics" instead of "ethnics."  <b>Motion carried:</b> Yes</p>	

**INFORMATION REPORT FROM FACULTY SENATE PRESIDENT DR. LORA STONE**

<b>DISCUSSION</b>	
<p>Faculty Senate President Dr. Lora Stone reported on the following:</p> <p><b>1. Faculty 3% Salary Increase:</b> An email was sent out to all faculty by Dean Ken Roberts to faculty last week with clarifications regarding the proposed faculty salary 3% increase. There is no additional information to report at this time.</p>	

**2. Faculty Salary Equity Committee:** BBER is still working on this system-wide pay equity study and there is no final word yet on when the study results will be completed and presented. Therefore, the Faculty Salary Equity Committee of the UNMG Faculty Senate is still on hold until the study findings are made available .

**3. Branch Campus Workload:** Lora has been working on the campus workload with both administration and faculty. The university-wide Section F task force will also be working on a more detailed description of how we measure workloads at the university, particularly among the branch campuses. Lora will keep faculty apprised in future Faculty Senate meetings of the progress made by the task force.

**4. Section F Task Force:** The first meeting of this university system-wide task force was held January 11, 2016 at UNM main in Albuquerque. Lora attended the meeting along with UNMG Dean Ken Roberts. The task force has representatives of all of the UNM branch campuses and is working in conjunction with the UNM Vice Provost. The next meeting for the task force is scheduled for February and will consist of delving more deeply into the Section F policy and related procedures.

**5. Teaching Evaluation form:** We will be discussing the new proposed UNMG teaching evaluation form later in today’s meeting. Lora thanked the Teaching Excellence Committee for their hard work on the form. Lora noted that representatives from the other branch campuses were shown the UNMG teaching evaluation form at the Section F task force meeting in Albuquerque and were impressed with the form, sharing that they will likely incorporate our UNMG form at their campuses as well. There will be more to come later in February regarding teaching evaluations.

INFORMATION	EXECUTIVE DIRECTOR’S REPORT	DR. CHRISTOHER DYER
<p>Dr. Christopher Dyer was not able to attend today’s meeting as he is in a meeting in northern New Mexico. There is nothing additional to report from the Executive Director at this time.</p>		

INFORMATION	DEAN’S REPORT	DEAN KEN ROBERTS
<p>Dean Ken Roberts reported on the following items and issues:</p> <p><b>1. Spring Schedule:</b> Ken met this morning with division chairs and reported there were few course cuts for this spring semester because of the good work of the chairs and their fine-tuning of the course schedule. In the meeting, Ken and the chairs also discussed alternatives for the fall 2016 schedule. However, the spring 2016 schedule is now good to go. Ken offered kudos to faculty teaching tangential courses. He noted that our campus is changing and we need to change with it and with the needs of our students. Ken emphasized that having flexible faculty is incredibly valuable for our students.</p> <p><b>2. Zoom course:</b> The new Zoom course (GEOG102 – People and Place) is full. Ken stated that a second Zoom technology classroom in Zuni and one also in UNMG will be ready for the fall 2016 semester. He is very pleased with the progress of Zoom technology in the classroom so far.</p> <p><b>3. Tracking students:</b> Ken met with Dr. Antoinette Abeyta about student preparation for courses. As a result, he noted that UNMG will be working on analyzing preparedness of students in spring to see what we can identify as the issues regarding student preparedness for courses so that we can fine-tune our courses. Jayme McMahon from Student Services will be assisting on this effort and perhaps there will be a presentation to the Faculty Senate later in the spring 2016 semester about this issue.</p> <p><b>4. Dual Credit program:</b> The Dual Credit Program has been challenging. High schools in our regions already have established strong relationships with NTU. However, a survey of area high schools was conducted and the results reveal that provider satisfaction is not high and that there are some gaps that area high schools would like UNMG to fill. We are going to work on what we can offer to fill in these gaps. Ken will meet with</p>		

the superintendent of schools next week on this issue. Anyone who wants to see the survey results can email Ken to request a report of the findings.

**5. Section F Meetings:** UNM is looking for consistency across branch campuses regarding the Section F policy. The UNM Provost is clear that because we are primarily a teaching institution, we need to determine how we identify who is a good teacher. The new TEC teaching evaluation form is a superb way to begin assessing our faculty teaching skills. The Section F meetings are designed to work on ensuring that procedures and standards are consistent across all UNM branch campuses.

**6. Service:** Ken reported that the Provost asked what faculty need to do in terms of service regarding tenure and promotion. Service should figure highly on evaluations. Therefore, we need to agree on an evaluation instrument rather than peer evaluation when it comes to evaluating faculty service. We should also consider mentoring of junior faculty as a form of service. We should be mentoring junior faculty and this will become a big factor regarding evaluating service. Search committees are another type of service. We cannot have the burden on only a few people. Everyone needs to help out and we need to evaluate service to ensure that full participation is occurring and that it factors into tenure and promotion.

**7. Regional Strategic Identity for the Next 15 Years:** Our regional strategic identity was another question the UNM Provost had for our campus. Ken sees that we are the best face-to-face institution in the region. We are not likely going to be an international online institution, so being exceptional teachers right here in Gallup is primary. Faculty Senate needs to decide what it is that we are going to project to the region as our strategic identity. We should try to have some ideas by the end of this semester.

**8. Teaching out Two UNMG Programs:** Ken noted that when programs are voted to be taught out, it is not a disparaging reflection of any one individual or faculty member. Instead, it is simply saying that we need to change something. Students and budgets do not stay the same. Numbers are already diminishing in some areas, so we need to move with the students. Teaching out programs is part of the ongoing activity of the Faculty Senate. It is a Faculty Senate task and primary responsibility to be gatekeepers of academic affairs. Shared governance is not always a matter of faculty versus administration. Faculty often have to make difficult decisions about their own people. Regarding the proposed teach-out of the Certificate in Drafting, Samir Wahid supports the idea of teaching it out and of rethinking it as a certificate program. The school of architecture is going to re-tool what we are allowed to do, which is part of their undergraduate program, in order to make it seamless with the architecture curriculum.

Regarding the Entrepreneurship Certificate Program, there have been questions sent via emails regarding whether the Faculty Senate curricula committee did their due process. Ken confirms that they did. Program evaluation and the decision to teach-out a program is a detailed process. Ken asks that faculty do not disparage the work of our colleagues on the curricula committee. Ken will respond to a letter sent by the community member regarding this certificate program; however, he does not buy their argument and consequently, does not support the letter due to lack of information the letter's authors have such as budget, financing, etc. We need to find out where gaps are regarding what we promise to deliver and what is actually being delivered. This is particularly an issue with scholarship folks with the Navajo Nation. Ken read the description of Entrepreneurship Certificate Program that is presented in the UNMG course catalog. He noted that the promises made in this course catalog description have not been upheld and we have no data to back up those promises. Ken reminded faculty in attendance that the curricula committee has worked hard and carefully on the teaching out recommendations. He brought along copies of the course catalog description of the Entrepreneurship Certificate Program so that faculty in attendance at today's meeting could see the promises made in the description.

A question was raised regarding the term "teaching out." Ken noted that clarification is required to remind faculty that it does not mean that the program is gone forever and also that it is not an instantaneous process because students already enrolled will need to complete their program so that they are not left out to dry without completing the program. The process works as follows: Faculty Senate votes on the teaching-out recommendations of the curricula committee and then the vote results and associated recommendation go to UNM main campus. Next, Ken instructs Student Services to not admit more students into the program that has been recommended to be taught out. Then the program faculty design a 1- to 2-year plan for currently enrolled students to complete program. If the Entrepreneurship Certificate Program

is voted to be taught-out, that does not mean that entrepreneurship will no longer be addressed. It means we will not operate the program as it has been operated in the past because according to the enrollment and program numbers, the current program is not supported. Program faculty are able to work with other entrepreneurship-related programs such as the Workforce Development Division and our Small Business Center downtown, as well as the new Innovation Academy, on entrepreneurship training and the certificate program.

**INFORMATION**

**STUDENT SERVICES REPORT**

**JAYME MCMAHON**

Acting Director of Student Services, Jayme McMahon, offered the following report:

**1. Enrollment Numbers:** As of today, the headcount for spring 2016 semester is 1,892 students enrolled in a total of 18,903 credit hours. There is one more New Student Orientation tomorrow. January 29 is last day to register for courses. After that point, students will have to use an enrollment adjustment form to enroll in courses, which requires both the course faculty and division chair signatures. With the recent snow days, there has been an influx of students still coming in to register for courses. Advisors have asked permission to come in on Saturdays to help manage the influx of students. Advisors will be coming in tomorrow (Saturday, January 16) from 10a.m. to 2p.m. to help students register.

**2. Suspension Report:** The initial suspension report from main campus showed that 150 UNMG students were slated to be suspended for spring, which is a large number. Students Services has worked the number down to 49 students suspended for spring (4 of whom are serving a 1-year suspension because they previously had been suspended). The remaining 45 students will have a one-semester suspension. Students Services has been working hard on revamping our UNMG suspension repeal process. There has been some disagreement on the suspension process in the past. However, suspension is an opportunity for students to re-evaluate their circumstances before being re-admitted so they can be successful when they return. Students can appeal the suspension, but unless they have proof of extenuating circumstances, it is recommended that they sit out the semester. Our numbers show that students who were slated to be suspended but who did not sit out a semester were not successful in the semester that followed. Students Services is going to be working on a second-chance policy.

**3. Satisfactory Academic:** A report was run on January 8, 2016 and revealed that 272 students have been approved for an academic plan for financial aid, meaning they did not meet the standards for progress, but they petitioned and were put on an academic plan. Of those students, 124 of them failed to meet the terms of their plan because they received a failing grade, withdrew from classes, or did poorly all around. These numbers are not good for retention. We need to be more proactive with students when they first enroll at UNMG. In the past, the onus has been on the student to come in and deal with those issue, but this is not good enough. Our goal is to reach a student before they are put on an academic plan. For example, when students first fail a milestone course, we need to deal with it then instead of waiting until their GPA falls to the point of being put on an academic plan.

**4. Academic Dishonesty and Plagiarism:** There has been an influx of cases during finals at the end of the semester regarding academic dishonesty and plagiarism. Students Services will be sending out the guidelines on this policy to faculty early in the semester. The policy is part of Student Code of Conduct, but it is up to faculty to decide what the sanction is. There is a form to complete that will help Jayme track the student's history of dishonesty or plagiarism. This is called an adjudication form. If a second adjudication form is received, then Jayme pulls the student in and they receive the first official sanction. In addition, Student Services will be revising the Student Handbook to bring it up to date regarding academic dishonesty and plagiarism.

<b>DISCUSSION</b>	
<p><b>I move that the January 15, 2016 Faculty Senate meeting now move into executive session.</b></p> <p><b>Motion:</b> Laura Blalock  <b>Second:</b> Carmela Lanza  <b>Discussion:</b> None  <b>Voice Vote:</b> Unanimously approved.  <b>Motion Carried:</b> Yes</p>	

**EXCECUTIVE SESSION**

<b>DISCUSSION</b>	
<p>Dr. Matt Mingus presented the faculty with the first teach-out action item for today’s meeting. All faculty received the Dean’s recommendation, as well as the curricula committee’s recommendations, on the two proposed program teach-outs. The drafting certificate from UNMG is not currently accepted for transfer to the UNM main campus architecture program. This means that all of the coursework for the drafting certificate that is completed here at UNMG is not currently accepted by UNM main campus. In addition, there has been little evidence that the certificate in drafting helps students with employment. Drafting courses will continue to be offered even if today’s Faculty Senate vote is to teach-out the certificate in drafting. If it is not voted out, students can still enroll in the program even though it would not help them transfer to the architecture program on main campus.</p> <p><b>I move to approve the teaching-out of the UNMG Certificate in Drafting.</b></p> <p><b>Move:</b> Matt Mingus  <b>Second:</b> Kelly Schukar  <b>Discussion:</b> A question was raised regarding the past history of faculty not changing or revising past programs when the teach-out for their programs was tabled. The entrepreneurship certificate is one example of a program that had its recommendation for a teach-out tabled so that changes could be made to the program instead of teaching it out. Those changes did not happen. Another question was raised regarding the timing of faculty feedback on teach-out recommendations and why it is only coming in now. The chair of the division has the burden to involve and inform the faculty regarding a program teach-out. Samir Wahid asked that the vote on the certificate in drafting program be tabled. Matt Mingus, curricula committee chair, noted that the committee does not think this process of tabling teach-outs works. If a program is voted to be taught-out, it puts more impetus behind actually revamping the program. Another question was raised regarding the timeline for teach-outs and for submitting new proposed plans for a program. Submission for a program revision can take place immediately. The two-year teach-out timeframe is recommended as there are many students who are part-time and who need to complete the program, which they have already started. The goal would be to have another program in place at the end of the two-year teaching out of a program. Samir noted that the economy directly affects enrollment numbers in programs such as his.  <b>Call to Question:</b> Myrriah Gómez  <b>Voice Vote:</b> Majority approved. Two opposed.  <b>Motion Carried:</b> Yes.</p>	

DISCUSSION
<p>Matt Mingus brought forth the next action item to vote on the teach-out of the Entrepreneurship Certificate program. He noted that there is no evidence that the program has actually helped an individual start a business in the community. There is also no evidence that the program ever qualified anyone for employment in the area. The program does not easily transition into our AA programs here on this campus. Two of the courses (Management 195 and Management 190) do not count toward any degree besides the entrepreneurship certificate. It does have course substitutions, but those substitution courses are not offered here at UNMG. No one on the curricula committee, who unanimously agreed to bring this teach-out vote to Faculty Senate, suggests that entrepreneurship is not important. Everyone understands that it is. Some committee members suggested that a better place for this program could be in Workforce Development or working with the Innovation Academy. However, as it stands now, students are not completing this UNMG entrepreneurship certificate program and the program is not helping students get jobs or transition to other degrees.</p> <p><b>I move to approve the elimination of the UNMG Entrepreneurship Certificate.</b></p> <p><b>Move:</b> Matt Mingus  <b>Second:</b> Chris Chavez</p> <p><b>Discussion:</b> A question was raised regarding enrollment numbers for the program. There are currently 83 students enrolled. There has been only one graduate of the program over the past 10 years. Another question was raised regarding funding and how it will be affected. The UNMG relationship with Gallup Land Partners could potentially be affected, but this does not mean that the entrepreneurship program is gone forever. A transition to Workforce Development could be a positive shift for the entrepreneurship program that could also benefit from the continued support of the Gallup Land Partners and others. A question was raised regarding whether REI funding would be discontinued if the Entrepreneurship Certificate program is taught-out. Matt does not think it necessarily will be affected, but that it would be an administrative call regarding whether or not the funding would be pulled. Gloria Dyc commented that we do have successful entrepreneurs in our community and that it does not necessarily take a degree to be successful. She commented that one has to have capital, hard work, initiative, and the ability to find a need in the community and to fill it to be a successful entrepreneur. Gloria noted that there are many members in community who are divided over the entrepreneurship certificate program and that as they say in Washington, D.C., "Follow the money."</p> <p><b>Call the Question:</b> Lora Stone  <b>Voice Vote:</b> Majority approved. 1 person opposed.  <b>Motion Carried:</b> Yes</p>

DISCUSSION
<p>Dr. Kyle Nuske discussed the proposed teaching evaluation instrument that has been created and disseminated for review by the Teaching Excellence Committee. Faculty feedback was solicited at the previous Faculty Senate meeting. A few faculty members have provided feedback. The form is intended to be used campus-wide at UNMG and is designed to streamline teaching evaluation processes at UNMG. The committee also consulted other universities for ideas regarding the form and its content. Kyle noted that on question #2 (asking to identify the Student Learning Objective, or SLO, from the course syllabus), someone was concerned about how an observer would know which SLO would be covered in the observed class period. Kyle stated that the instructor who is to be observed will provide the observer with SLOs that will be addressed in the lesson. Kyle also related that the UNM main Provost and administration is pushing the quantitative component of the evaluation form, which is on page 2. Kyle noted that the quantitative portion does not automatically eliminate subjectivity, but that by using it along with the written comments, it should help provide sufficient input regarding the evaluation, while satisfying administration's demand for quantitative data. A legend is provided on page 3 for the definitions of the numerical responses for the quantitative portion of the form.</p> <p><b>I move to approve the final draft of the UNMG Teaching Evaluation Instrument.</b></p>

**Motion:** Kyle Nuske

**Second:** Matt Mingus

**Discussion:** A question was raised regarding whether the form would be available online. Kyle responded that yes, it will be. Online submission of the completed form, however, is not yet an available feature, so the hard copy must go to the instructor and their chair. Another question was raised regarding part 3 of the form and the manner in which the observer is to give the instructor feedback. Faculty wanted to know whether feedback can be provided via email versus a face-to-face meeting given our heavy workload. Kyle noted that emailed feedback is sufficient. Another question was raised regarding when we are to start using this form. Kyle responded that we can start using it immediately. The faculty in attendance next thanked the Teaching Excellence Committee for their hard work on this form and congratulated them on the excellent structure of the form.

**Voice Vote:** Unanimously approved.

**Motion Carried:** Yes

## COMMITTEE REPORTS

## COMMITTEE CHAIRS

### DISCUSSION

**1. Faculty Committee on Student Affairs:** Nothing to report.

**2. Budget Review Committee:** The state budget was recently proposed by Governor Martinez. Our UNMG Budget Review Committee only has a copy of the proposed budget, but not the actual approved state budget. The state budget will be approved by the legislature in the next few weeks. It looks like there will be some designated money for Native American education that could help us. However, there will be more information to come as the final approved state budget becomes available.

**3. Curricula Committee:** This semester the AA in criminal justice, certificate in information technology, certificate in diabetes prevention and adult basic education are scheduled for program review.

**4. Library Committee:** Frank Amankonah has left UNMG for another position at another institution. As a result, there is no chair of this committee at the moment. The committee also needs another member. The HVAC replacement has been pushed back to July/August of this year. The Library Director position has been moved to Executive Director's office for approval. Hiring should take place this spring.

**5. Ethics and Academic Freedom Committee:** Smita Poudel Rashid will co-chair the committee along with Dr. Carmela Lanza. Shawnadine Becenti has joined the committee as well.

**6. Committee on Teaching Excellence:** The committee is looking at developing a survey for students regarding access to technology at home. The survey development started in early fall, but then the teaching evaluation form took priority over the survey. The committee will be meeting on the 4<sup>th</sup> Tuesday in January to talk about the technology survey and the committee will be working with Becky Adams at UNM Learn main campus on this form as well. An ad hoc group on student access to technology will be formed. If any faculty are interested in serving, they should email Robert Encinio or Laura Blalock.

**7. Constitutions and By-Laws Committee:** Tabled for next meeting due to time constraints.

**8. College Assessment Review Committee:** Tabled for next meeting due to time constraints.

**9. Faculty Professional Development Committee (Dean's Committee):** Tabled for next meeting due to time constraints.

**10. Mini-grant Committee:** Tabled for next meeting due to time constraints.

**11. Faculty Salary Equity Committee:** Tabled for next meeting due to time constraints.

**12. Special Committee on Rank and Tenure:** Tabled for next meeting due to time constraints.

**INFORMATION****OTHER ANNOUNCEMENTS****FACULTY MEMBERS IN ATTENDANCE**

<b>DISCUSSION</b>	
There were no other announcements made at this point in the meeting.	

**ACTION****ADJOURNMENT**

<b>DISCUSSION</b>	
<b>Motion to adjourn.</b>	
<b>Motion:</b> Joe Kee	
<b>Voice Vote:</b> Unanimously approved.	
<b>Motion carried:</b> Yes	
<b>Meeting Adjourned at 1:59p.m. by Faculty Senate President Dr. Lora Stone.</b>	
<b>Recorded by:</b> Shirley Heying, Faculty Senate Secretary on January 15, 2016.	