

Faculty Senate Meeting

MINUTES

OCTOBER 16, 2015 12:30 PM

SSTC 200

MEETING CALLED BY	Dr. Lora Stone, Faculty Senate President
NOTE TAKER	Shirley Heying, Secretary
FACULTY ATTENDEES	Antoinette Abeyta, Lorraine Aguayo, Frank Amankonah, Sylvia Andrew, Coleen Arviso, Laura Blalock, Stephen Buggie, Floyd Burnham, Lilia Cuciuc, Sonya Damon, Gloria Dyc, Robert Encinio, Jim Fisk, Lewis Gambill, Bruce Gjeltema, Myrriah Gomez, Shirley Heying, Yi-Wen Huang, Ann Jarvis, Joe Kee, Floyd Kezele, Carolyn Kuchera, Matthew Mingus, Kyle Nuske, Smita Poudel Rashid, Kristian Simcox, Rachael Stewart, Vernon Upshaw, Kristi Wilson, Gayle Woodcock
GUESTS	Ara Green and Michelle Lee

ACTION APPROVAL OF AGENDA LORA STONE

DISCUSSION	
<p>I move to approve the agenda.</p> <p>Motion: Floyd Kezele Seconded: Matt Mingus Discussion: None Voice Vote: Unanimous approve Motion Carried: Yes</p>	

ACTION APPROVAL OF MEETING MINUTES DR. LORA STONE

DISCUSSION	
<p>Move to approve the minutes as amended from September 18, 2015 meeting of the UNMG Faculty Senate.</p> <p>Motion: Matt Mingus Seconded: Floyd Kezele Discussion: Page 7, Coleen Arviso noted her name should be spelled with one "l" and to remove "Dr." from her name. This same correction should be done on page 8 in number 9 as well. Voice vote: Unanimous approve Motion carried: Yes</p>	

INFORMATION REPORT FROM FACULTY SENATE PRESIDENT DR. LORA STONE

DISCUSSION	
<p>Faculty President Lora Stone reported on the following:</p> <ol style="list-style-type: none"> 1. The 3% salary increase recommendation for all FT permanent faculty: There is no decision from the Provost's Office yet, but our request was forwarded by our UNMG CFO Rick Goshorn. 2. Hiring Upper Tier Administrators: Internal search to begin in January 2016 and ready for a July 1st start for the next Arts and Sciences division chair. This will be a faculty-driven process. We have some related documents we will discuss later in the meeting during the executive session. 	

3. Online Teaching: TEC has started collecting data on online teaching here at UNMG. A Survey Monkey survey with 5 questions was sent out Wednesday, October 14. Faculty should respond to the survey and answer the 5 questions. TEC will present more on the survey and online teaching as it progresses.

4. Faculty Salary Equity Pay: Study still underway by BBER--Bureau of Business and Economic Research. UNMG Committee on faculty salary equity on stand-by until BBER completes its report.

5. Section F (Branch Campuses) of Faculty Handbook will be rewritten. There will be more on this later in the meeting when we move into executive session.

6. Graduation is Saturday, December 12, 2015. Regalia orders due in bookstore by October 21.

7. Memorialization of Faculty: Discussion of this issue will take place later in the meeting during the executive session. Lora reviewed the vote on this issue that was made last March (2015).

INFORMATION	EXECUTIVE DIRECTOR'S REPORT	ARA GREEN
-------------	-----------------------------	-----------

	<p>Dr. Christopher Dyer was not able to attend the meeting today as he is at a meeting with Navajo Nation leaders. Ara Green presented Dr. Dyer's report as follows.</p>	
--	--	--

- | | | |
|--|---|--|
| | <ol style="list-style-type: none"> 1. Enrollment and student credit hours for the semester are up in number. 2. The pilot housing project is currently being worked on with Navajo Nation leaders regarding Bennett Freeze project. Dr. Dyer hopes to get UNMG involved in producing pre-fab housing for the project. 3. Transportation continues to be an issue for UNMG students and Dr. Dyer is working with the NM legislature and asking for 2 mini-busses that can pick up students and get them to campus. 4. The UNMG Rio West Mall location is now open and includes a workforce center and classes in OSHA, CPR training, community education, and basket and bow making. Industrial transportation training will be offered soon. Hopefully, it will be a good form of advertisement for UNMG generally as there is a lot of foot traffic at the mall that we don't see on campus. | |
|--|---|--|

	<p>A question was posed about university legislature days. Ara noted that those dates are January 26 & 27, 2016.</p>	
--	--	--

INFORMATION	DEAN'S REPORT	DEAN KEN ROBERTS
-------------	---------------	------------------

	<p>Dean Roberts was not able to attend the meeting as he is in a training at UNM main campus in Albuquerque today. In lieu of offering a report in person, Dean Roberts emailed his report to the faculty directly. Dean Robert's report will be attached to the end of the minutes before posting on the web.</p>	
--	--	--

INFORMATION	STUDENT SERVICES DIRECTOR REPORT	MICHELLE LEE
-------------	----------------------------------	--------------

--	--	--

Michelle Lee offered the following brief report from the advisement team:

1. Jeannie Baca is on 1-year leave for educational purposes. Student Services will continue to move forward with initiatives as planned and new initiatives will take place as well. Jayme McMahon has been suggested to take Jeannie Baca's place.

2. Student retention will be a major focus moving forward and consequently, a new committee on student retention will be formed. Key individuals will need to be identified to participate on the committee. Thus, input will be solicited from everyone.

3. Outreach activities will continue to take place such as Campus Caravans. Faculty will be asked to participate, so please help out. Gallup, Miyamura and Central high schools are the focus of the Campus Caravans this fall.

4. Michelle requested current enrollment numbers, but did not receive them prior to the meeting. She will have them for next meeting.

Faculty question: is Baca's leave paid?

Response: no.

INFORMATION	CHIEF FINANCIAL OFFICER'S REPORT	RICHARD GOSHORN
-------------	----------------------------------	-----------------

Richard Goshorn was excused from this meeting.

Faculty Senate President noted that CFO Goshorn had said he had 75-page budget report, so a 3 page summary of the budget was requested. The 3-page budget report summary is now available as one of the handouts at today's meeting. There is nothing to report on the 3% faculty salary increase for next year at this time. CFO Goshorn is very enthusiastic to work with a re-activated budget review committee.

ACTION	APPROVAL OF AGENDA	LORA STONE
--------	--------------------	------------

DISCUSSION

Move to go into executive session.

Motion: Floyd Kezele

Seconded: Ann Jarvis

Discussion: None

Voice Vote: Unanimous approve

Motion Carried: **Yes**

DISCUSSION ITEM	RE-ACTIVATION OF THE BUDGET REVIEW COMMITTEE (BRC)	LORA STONE
-----------------	--	------------

DISCUSSION

Faculty Senate President reported that Division Chairs Frank Loera and Irene Den Bleyker had been asked to suggest people from their areas to participate on a reactivated budget review committee. President will be interim chair of the committee, since she is already in regular conversation with CFO Rick Goshorn.. BRC will need to meet 2-3 times per semester, and BRC requires intensive reading of budget reports and dissemination of information to the faculty.

Several questions arose from faculty in attendance regarding budget item names. CFO Goshorn will be providing definitions of budget items. There is also concern regarding institutional memory for the committee, as well as getting a breakdown of hires and reserves. President will ask CFO for clarification on faculty using their own vehicles and requesting reimbursement for travel.

Questions from Faculty:
 What exactly is our reserve?
 Should Transitional Studies budget be merged with CLC?

DISCUSSION ITEM **MEMORIALIZATION OF DECEASED FACULTY** **LORA STONE**

DISCUSSION

President noted minutes from March 2015 regarding the memorialization of deceased faculty. In March 2015, Faculty voted to for name classrooms or lecture halls after deceased faculty as a means of memorialization. Dr. Dyer and Dean Roberts were not presented with the vote results from last March, but are now made aware of it. Policy 1020 of the administrative policies and procedures manual specifically addresses naming facilities, spaces, endowments and programs. Therefore, we will be following policy 1020 regarding this matter. Faculty can go online at www.unm.edu to read policy 1020 in the online administrative policies and procedures manual. Dr. Dyer is on board with the idea of memorialization of deceased faculty; he didn't know about the vote until recently, so nothing was done.

DISCUSSION ITEMS **LORA STONE**

DISCUSSION

DOCUMENT #1: UNMG Constitution

UNMG Constitution was made available as a handout for today's meeting. Everyone in attendance was asked to please review the constitution on their own, so that we are all clear regarding the responsibilities of Faculty Senate. The constitution explicitly outlines our tasks and responsibilities. There has been no consistent record-keeping that has tracked when people have served on Faculty Senate committees and for how long. Currently, membership on Faculty Senate Standing Committees is being confirmed, and information is being gathered about how long members have served on these committees.

Faculty Senate Operations Committee consists of seven people and serves as an administrative unit and not as a tribunal. The role of Operations Committee members is simply to gather information and input regarding items and reports that are to be placed on the Faculty Senate agenda. We need input from faculty on agenda items. The "other" time at the end of each meeting is when faculty can add something for the next Faculty Senate meeting agenda. President is currently reactivating furloughed Faculty Senate committees.

All information on the various committees is currently available on the UNMG Faculty Senate website. Committee chairs will be asked who is on each committee and how long they have been serving.

A question was raised by faculty regarding the limit in number of committees one can serve. Chairs have been suggesting 1 - 2 committees maximum; however, clarification is needed.

DOCUMENT #2: Section F of the UNM Faculty Handbook.

Copies were available at meeting for all Faculty. Currently, the Provost's Office is reviewing Section F of the Faculty Handbook. This is an opportunity for UNMG faculty to help revise Section F. Many Faculty have expressed concern about teaching load (Section F:100). Faculty have suggested a 4/4 load should be explored. There is no state policy or mandate that requires UNM branch campuses to teach 5 courses, so a review of this section is possible. Faculty asked about BBER Salary Equity Study and whether teaching load is being considered as part of faculty salary equity. President will follow up on this question. We will continue to look at the reduction in teaching load.

DOCUMENT #3: Administrative Policy and Procedures Manual

Copies of the Table of Contents were available for all Faculty. President reminded faculty that Section F (FH) and the Academic Policy and Procedures Manual were the sources of the policies used to guide hiring of faculty, chairs, and administrators.

Is a terminal degree or tenure required for faculty to serve as chair of a UNMG division? No one has not found a policy that requires this. The norm on main campus is that chairs are full professors, but this is not specified in the policy manual. All faculty are invited to search the Faculty Handbook regarding degree or tenure requirements for chair positions. Faculty should be discussing minimum requirements for division chairs so appropriate actions can be taken to formalize the minimum requirements for future chair hires.

Should chair searches should be internal or external? The Dean of Instruction currently has discretion regarding whether the searchers are internal or external. It is important that everybody become familiar with the policies so that they we can be involved in making decisions regarding these issues.

What can faculty do if they are not in agreement with a current chair hiring process? President suggested that faculty put their concerns in writing, send them to her and she will take them to the Dean or the appropriate person. **Faculty can also go directly to the Dean with their concerns, and if they want to they can** provide President with a written copy of their concerns to be kept in the Faculty Senate archives.

OTHER ISSUES

Some faculty are concerned about faculty parking. One faculty mentioned that there are often no parking spaces available for faculty in the nursing program who have late classes and that faculty-designated spots would be helpful.

President concluded by noting the CARC report and guidelines. Faculty have been asked to review these documents regarding program assessment. Decisions must be made soon. At the request of the CARC Chair, CARC report and guidelines will be made a discussion item for the next meeting.

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
DISCUSSION		
Meeting was running overtime, so committee reports were tabled for the next Faculty Senate meeting in November.		
Committee on Teaching Excellence has a survey that faculty are being asked to complete. The Dean asked that teaching evaluation forms be reviewed and TEC hopes to have a format for those evaluation forms ready for the next Faculty Senate meeting so that faculty can look them over and offer input.		

INFORMATION	ANNOUNCEMENTS	FACULTY MEMBERS IN ATTENDANCE
DISCUSSION		
No announcements were made.		

ADJOURNMENT	ACTION
DISCUSSION	
Motion to adjourn	
Motion: Matt Mingus.	
Voice Vote: Unanimous approve	
Motion: Adjourned at 2:18pm by Lora Stone	
Recorded by: Shirley Heying, Faculty Senate Secretary on October 16, 2015	

Dean's Report to the Faculty Senate

Wednesday 14 October 2016

1. I apologize for being absent from Senate again on Friday but Dr. Stone informs me that there is no urgent need for my presence, especially for such a short reporting time before the Senate goes into Executive Session. Instead, we agreed that the topic of Friday's main campus training: *Recruiting, Hiring and Retaining an Excellent and Diverse Faculty* is of importance to the faculty and so will be a more productive use of my day. I am especially curious about the *Retaining Excellent Faculty* part. I will send a mini-report next week.
2. Specific Shared Governance: I understand that this work is time consuming but I can't remember a year when such potentially significant faculty initiatives have been undertaken. To be successful, all of these initiatives will eventually need the strongest faculty consensus so please participate if you can. I hope you all had time to read the American Association of University Professors *Statement on Government of Colleges and Universities* which had a link on the Wednesday Communique from Provost Abdallah. All five pages are important but I particularly liked Dr. Abdallah's quote from the introduction: *Third, a college or university in which all the components are aware of their interdependence, of the usefulness of communication among themselves, and of the force of joint action will enjoy increased capacity to solve educational problems.*

The critical initiatives so far this semester are:

- (a) Teaching Excellence: I have been asked by one faculty member to observe a class and I'm very glad to so. In advance, I intend to visit with the Committee on Teaching Excellence to see if they have made any progress on identifying a new set of *best practices* that I could follow. It may take some time for the committee to bring any recommendations for a new evaluation instrument to the Senate for discussion, but in the meantime I would suggest that all observations/evaluations be informed by the SLO's for the specific class.
- (b) The ad hoc Committee on Rank and Tenure is working to determine our appropriate local standards/requirements and I assume the committee is making progress with this very difficult task. This work is not intended to undermine or alter anyone's contract and should not be a matter for anxiety. The intent rather is to make clear what is reasonable and productive given our local working conditions. Whatever is decided will be of direct interest to all the faculty on rank and tenure so please take the time to look on-line at other community/branch college models and forward any input you may have to the ad hoc committee.
- (c) Senior vice Provost Dr. Parker has formally asked that a task force be assembled to rewrite Section F (Branch Campuses) of the Faculty Handbook. A great deal of this work will be to formalize all our local practices/policies or write new local policies where needed. The task force will be faculty driven with representation from each of the four branch campuses and the Provost's office. This will be a major revision and should be of interest to all faculty. As your academic advocate I can assure you that there are no hidden motives behind this or any of the other new initiatives. The intent of each is positive and I am convinced it is in our best interest as written/formalized policy is there to guide and protect not to undermine. If you are willing to serve on this task force please contact Dr. Stone.
- (d) There has been discussion on how to select the next Chair of Arts and Sciences to replace the present interim Chair. I don't use the phrase *next permanent Chair* because all Chairs are limited-term appointments, made with the support of the division/department faculty, and subject to reappointment votes. On Thursday 8 October, I shared with the Arts and Sciences faculty what I think are the risks of an outside/national search and why I think this should be an internal peer search. My rationale is necessarily specific to the needs of the Arts and Sciences division. I would be happy to share the entire letter if it would be of interest to anyone from another division but one part captures the essence: *The university wide tradition has always been for the faculty to elect one of their own, knowing that it is for a limited time ... Most importantly, there is always the explicit understanding that they will eventually return to the faculty, and someone with new energy or point of view can take their place.* The Arts and Sciences faculty

have been invited to come forward with an alternative rationale if they feel strongly that it should be an external/national search.

- (e) I have communicated directly with the Arts and Sciences faculty, not in an effort to limit discussion, but because in my reading of the Faculty Handbook this is not a campus wide process but a process that involves only the faculty of the division. Faculty Handbook C40: *Terms of office may be renewable. The initial appointments and reappointments to terms of office are to be made by the dean after consultation with department faculty, university officers, and other such persons he/she sees fit. ...The consultation with departmental faculty shall include the taking of a vote by secret ballot on any potential appointment. Reappointment must also be guided by the stated willingness of the Chair person to continue in that position, the results of the evaluation in the third or penultimate year, and the willingness of the majority of faculty, evidenced by secret ballot, to have the chair continue in office.* If I have missed a relevant Faculty Handbook reference I will stand corrected and adjust accordingly. Unless I am directed otherwise, I anticipate the internal search to begin in January 2016 ready for a July 1st start for the next Chair. This will also be a faculty driven process.
- (f) There will not be a search for Chairs of the other divisions as those Chairs have already gone through a search process and the Faculty Handbook allows for the possibility of a renewal vote by the faculty. When this is due I will consult closely with the faculty of those divisions so that their specific needs can also be met.
3. Zuni: with the support of the Provost, we are moving forward with our commitment to make the Zuni Campus more effective and accountable, both fiscally and programmatically. We will be meeting with the Zuni Council and other area groups to solicit input on how to form partnerships which can lead to a sustainable long-range plan. Today, Dr. Dyer, Dr. Dominguez and I met with the Superintendent of Zuni Public Schools, Dr. Hayes Lewis. The meeting was open minded and productive. Dr. Lewis is very experienced in such matters and will be taking the lead in exploring wide ranging possibilities with the Zuni Council. The current academic audit will continue and will help shape the spring schedule.
 4. Two Zoom units have been assembled. One unit will be taken to the Zuni Campus next week so we can begin trials for point-to-point lectures the week of 26 October. Being able to offer point-to-point classes to Zuni will alleviate the need for travelling faculty and could be a central part of a possible sustainable long-range plan. To begin, I have asked the Chairs to consider adding Zoom classes to the Zuni spring schedule. Time is short so please contact your Chair if you would like to offer a Zoom class.
 5. Teaching of Upper Division classes for main campus: the response has been limited to three faculty, mostly I am told because we are only being offered the opportunity to teach hybrid classes and not true face-to-face classes. The reason given by main campus Dean's is that we will not be able to enroll enough students for any class to justify an independent offering. Perhaps a class schedule/projection for our upper division student *needs* could be researched, and if the student numbers needing any particular class are large enough, a true face-to-face class would be approved by main campus. But to convince our colleagues in Albuquerque we would have to guarantee the numbers in advance. Mr. Kennard Van Brott, Extended University program manager will be working with those interested faculty to try to make something happen for the spring semester.
 6. On a related subject, Dr. Stone has informed me that our lack of a clear campus mission on Distance Learning is still a concern to some faculty. The competition in the market place is already so fierce that we may not ever have a major part to play but I would be glad to promote any realistic role the Faculty Senate can recommend. If you are interested in offering a class on-line in the spring, please inform your Chair. Until we can articulate a convincing plan the Instructional Designer position will be on hold.
 7. Campus Safety: the Office of Academic Affairs has sent me the Emergency Management/Preparedness Planning template document. We have been asked to customize this plan to fit our local circumstances. The bulk of the significant work has already been done by Ms. Marilee Petranovich, our police, and a previous safety committee. Marilee is going to re-form the safety committee to move the campus from the paper plan

to an actual plan of action. This will take a great deal of energy and commitment of time. Among many things we need to identify a campus Safety Coordinator and volunteers to act as Response Coordinators for each building. Some training will be involved. As you all know this is an urgent matter so if you can help in anyway please contact Marilee.

8. Last week we had a site visit from a Mr. Gary Fretwell, a representative of the Ruffalo Noel Levitz Educational Consulting firm who was here to examine our enrollment management practices. Mr. Fretwell has already submitted his preliminary report which is comprehensive and I would gladly share, but for your immediate consideration, he stated that the number one way to dramatically improve our financial base would be to improve our student retention. We have our difficulties in this area but this is something which is probably more under our control rather than the uncertainties of new areas of recruitment. As a campus we will be emphasizing both, but considering our financial projections, retention might be a good topic for a future Senate discussion.
9. The Chair's Council will meet this Thursday to discuss the draft spring schedule. We are trying to make our schedule more purposeful and economical for students. I especially appreciate the willingness of faculty to be flexible in times and days or even teach in other areas in which they are qualified.
10. I would like to apologize again for having to require faculty to complete either the mandatory Outside Teaching or Outside Employment form. Everyone will need to do this now and every August in future. I am glad to report that the great majority of faculty have not found these forms too much of an added burden.
11. Dean's evaluation. I spoke with the University Secretary, Ms. Vivian Valencia, regarding the timetable for my annual evaluation and found out the following: Deans are evaluated on a calendar year not an academic year basis, so my evaluation for 2015 will be done February 2016.
12. Salary Equity: the task force in Albuquerque has not yet released any data or plan. I will follow up with the Provost on Friday.

Since my last report I have had many formal and informal meetings with faculty to discuss general academic and division business and to solve problems in a collaborative manner. I have also met with Dr. Stone to discuss Shared Governance matters and I am confident that the Faculty Handbook is being followed when all decisions are being made in Academic Affairs. I still don't feel it appropriate for me to trawl the campus for complaints or compliments but I am very happy to discuss any issues brought to my attention. So I extend an open invitation for anyone to visit with me (or email me) to share any complaints you may have about my performance or other concerns that you feel I can help with.