

# Faculty Senate Meeting

## MINUTES

NOVEMBER 21, 2014 12:30 PM

CALVIN HALL 100

MEETING CALLED BY	John Zimmerman, Faculty Senate President
NOTE TAKER	Jocelyn DeHaas
FACULTY ATTENDEES	John Zimmerman, Jim Sayers, Joe Kee, Bruce Gjeltama, Chris Platero, Florentine Smarandache, Kristian Simcox, Anneka Lundberg, Gayle Woodcock, Jocelyn DeHaas, Elvira Martin, Robert Gallin, Frank Loera, Gloria Dyc, Bridgette Noonon, Rachel Stewart, Yi-Wen Huang, Ann E. Jarvis, Lilia Cuciuc, Lewis Gambill, Carmela Lanza, Lora Stone, Pamela Stout, Kamala Sharma, Stephen Buggie, Ralph Casebolt
GUESTS	Dean Naiz Ahmed, Jeannie Baca

### Agenda topics

**ACTION APPROVAL OF AGENDA JOHN ZIMMERMAN**

DISCUSSION	
<p><b>Motion to approve agenda</b>            Motion: Gloria Dyc            Seconded: Lewis Gambill            Discussion:            Voice Vote: Unanimous            Motion Carried: <b>Yes</b></p>	

**ACTION APPROVAL OF MINUTES JOHN ZIMMERMAN**

DISCUSSION	
<p><b>The Faculty Senate accepted the minutes from October</b>            Motion: Jim Sayers            Seconded: Pamela Stovall            Discussion: Change the spelling "Dr. Ahmed" instead of Dr. Mott in #3 of the Student Services report            Voice Vote: Unanimous            Motion Carried: <b>Yes</b></p>	

**INFORMATION REPORT FROM FACULTY SENATE PRESIDENT JOHN ZIMMERMAN**

DISCUSSION	
<p>John Zimmerman started by thanking the Operations Committee for all of their help and all that they do behind the scenes. The Operations Committee includes: Robert Gallin, Bridgette Noonon, Matt Mingus, Frank Amankonah, and Jocelyn DeHaas. They do a lot behind the scenes that are helpful for all.</p> <p>Concerning travel to Albuquerque for faculty business: As it costs about \$150 to travel to Albuquerque and back, it would be best that faculty traveling to Albuquerque on business would take the Prius from Enterprise. In doing this, the Faculty Senate budget would not be drained, and the money could be spent on other items, such as faculty awards. He stressed that this is not to discourage people from attending meetings in Albuquerque, it is to maximize the limited budget. As an incentive for taking the Prius, the Faculty Senate will give a \$30 meal if a faculty member takes the Prius. Dean Ahmed responded that if people go to Albuquerque for the committee work, then the Dean's office can pay for it.</p> <p>Evaluations – The Dean and the Director are ought to have a yearly performance review. This was done in the past, but discontinued. Sometime this semester we'll come up with a rough draft so that it can be completed in the spring. Although the Dean and the Director may not listen to our recommendations, at least they will understand our views.</p> <p>Dr. Dyer is not going to come today, John Zimmerman just received word that he is not coming. We feel it is important that he comes. Communication is so important. Faculty expressed displeasure in Dr. Dyer's absence. John Zimmerman</p>	

explained that Dr. Dyer taught at Zuni on Fridays. One faculty member suggested using Skype if he was not going to be coming. John Zimmerman offered to put questions or concerns into a letter to Dr. Dyer. One faculty member stated that the faculty senate recently had voted on staffing for the mail room and dean's office. He would like to know more about staffing. John Zimmerman explained that he had already asked Dr. Dyer about what positions had been hired during the past year and the ones that were planned hires for next year. Dr. Dyer had not responded yet. Finally, several faculty members suggested that if administrators can't be at the meetings, they should at least provide us a report of what is happening on campus.

**INFORMATION**

**EXECUTIVE DIRECTOR REPORT**

**CHRISTOPHER DYER**

None

**INFORMATION**

**DEAN OF INSTRUCTION REPORT**

**NAIZ AHMED**

Dr. Ahmed thanked the faculty for attending.

Following up on the issue of keeping faculty updated, particularly what positions have been hired. Currently, 15 new positions have been approved. The division chairs had been notified and were working through the hiring procedure.

Concerning Faculty Professional Development. Dr. Ahmed stated that when he arrived at UNM-G, the Faculty Senate approached him with concerns about the FPD funding. He met with the committee and was able to increase the funding to \$45,000. The FPD committee has been excellent in evaluating requests. All of the qualifying requests were funded this term. Dr. Ahmed would like to increase the money to \$65,000 which would be \$1000 per faculty member. He is working on this.

Assessment updates. The CARC committee also doing a good job. Please help them out with anything they need. They are available to help all faculty with their assessment questions.

Salary equity review. The Faculty Senate has brought up the issue of faculty pay equity. In the last dean's council meeting, they decided that they need to have a committee to look into the problem and make suggestions. The CFO asked for more information. Jody Sauers was compiling that data. The committee will include administration, Faculty Senate representatives and others who are concerned.

Release time policy. The release time policy also was discussed in meetings. Currently there is no agreed upon policy for release time for service, research, or other needs. At the Dean's Council meeting we will form a committee that will create a policy for release time. Once the policies are in place, both for regular salary equity review and release time, we will operate in a more fair, efficient, and just manner. We know these problems and similar issues have contributed to a high turnover of administrators. Dr Ahmed stated that across the board we need policies that give fairness, efficiency, and justice as well as accountability and integrity.

Tenure and promotion. There have been many meetings at main campus about these issues. The provost's office and vice president's office have given us the authority to develop our localize standards for promotion and tenure within the structure of the main campus. Even within our campus, we have diverse divisions, and there are variations in standards. The recommendation that came from our meetings with main campus is that each division will have their discipline or division standards. Drs. Dyer and Ahmed will be working with the division chairs to formalize these standards.

UNM Diversity Council. The UNM Diversity Council visited us. Their goal is to encourage new diversity-oriented course requirements and to create our own diversity council.

Dr. Ahmed asked the faculty if there were any questions. There were none.

**INFORMATION**

**STUDENT SERVICES REPORT**

**JEANNIE BACA**

Advisement. We appreciate the work done by the Student Services Committee. We examined each of their recommendations. I have passed around a copy of the memo that will be going out that addresses how we are

approaching the issues.

1. The first concern of the committee: Advisors be assigned to specific programs, and required to meet with program directors or coordinators to open communication.
  - i. Student Services response: Advisors have been assigned to the divisions already and have met with division chairs and coordinators at the beginning of the term to build relationships and enhance open communication. Advisors will also provide information tables outside their offices weekly and will be available 30 minutes prior to Faculty Senate meetings to exchange information with faculty. The information tables will have advisors who can answer questions about anything at UNM-G and help students in any way – not only advising questions. We hope the visibility will make students feel more at ease about coming to see us.
2. Student Services Committee recommendation that updated paper checklists be made available to students. These updated checklists will be tailored to the student's program of study.
  - i. Student Services response: Currently the most accurate resource for students to follow a certificate or degree plan is the current catalog. Paper checklists based on the current catalog will be used as an advisement tool and shared with the faculty. We are doing printouts of checklists so the year is printed on it. We are trying to eliminate as many of the variations of the checklists by focusing on the catalogs.
3. Student Services Committee recommendation for better management of and education on Lobo Trax, including an update and designated system manager, as well as efforts to educate students.
  - i. Student Services response: Georgiana Grey is the person who is the data entry for Lobo Trax. She has attended training at main campus and will continue to work closely with them to continue training and ensure data entry is consistent and accurate. She will train our advisors so that they will be able to show the system to students. We will have Lob Trax workshops with students throughout orientation. These will coincide with new student orientation beginning December 4<sup>th</sup>. Faculty can come over for training as well.
4. Student Services Committee recommendation for embedded tutoring, meaning that a dedicated tutor would attend each faculty member's classes and tailor tutoring to the faculty member's expectation. In addition, each tutor would be required to have a background in the subject matter.
  - i. Student Services response: The exiting tutoring center services including two full-time staff positions and two student employee positions will be transitioned to academic affairs beginning spring 2015. Oversight will be at the Dean of Instruction's discretion and in collaboration with faculty.

John Zimmerman thanked Jeannie Baca for working with the Faculty Senate on these issues. He commented that this was a great example of how shared governance can work well.

Jeannie Baca opened the floor to questions. One faculty member asked if the typeface on Lobo Trax could be changed so that it was easier to read when students printed a copy. Another faculty member asked if faculty could have access to Lobo Trax. Jeannie Baca responded that she did not know, but would look into these. One faculty member expressed concern that sometimes students come in with an override request and have to be denied because of their grades. Students don't understand that she cannot sign it; they say that the advisors told them they could get an override. Jeannie Baca replied that the advisors should not be telling them that. Overrides are always up to the instructors. Suggestions for improvement of this included that the advisors could look at the students' grades before recommending an override, and/or adding a line onto the override form that states that the instructor is not obligated to sign the override.

LBGTQ Resources Center. We establish a space for a LBGTQ resource center in the Lobo Lounge; main campus will fund employee for it. We will have a soft opening on Monday.

Dual credit students. Jeannie Baca has been talking with Dr. Ahmed about dual credit with the high schools. It is the first step in bringing together the communities that are involved. Second step would be to think about the funding. We will have more information sessions to come. This will probably not be in place by spring, but it is progressing.

Student Senate. The goal is to get the Student Senate election in the spring. They had been getting flyers out and were hoping to get candidates to run. Anthony Billy had been reassigned to that area. The number of clubs can grow; if anyone has an idea about a club let Jeannie Baca know. She suggested a STEM club.

Thanksgiving meal. The Thanksgiving meal for students will be Monday from 11-1 in the basement in Gurley Hall. We'll have about 400 plates of food available. Please encourage your students to come.

New Hires. The new grant coordinator is Sharon. I hope she'll be working with you on grant possibilities. In addition, there is a new HR coordinator, Sylvia Hunt. Nick Broke Shoulder was hired to be the veteran's coordinator. The ARC coordinator is in the process, but not yet hired.

Open House. They had several cancelations, but she thanked everyone who came out to it. She suggested that in the future the divisions could showcase their programs, as it would be great for potential students to see our programs.

Title IX/Cleary – A memo has been sent out to everyone. There is major effort to prevent sexual assault and harassment nationwide. We have put together local resources in the yellow pamphlet that we are passing out. The information will be provided in an information packet for students. As an institution that is getting federal funds, we need to comply and let students know or we could lose the funding. There are seven categories in the Cleary

Act that need to be reported. You might get sick of hearing about it, but these will become very familiar terms.

Child Care Center. Dr. Dyer and Judith Lavender are going to be working on this. It will not be an Educause Center. That fell through. They will be able to give you more information.

Outreach by non-UNM employees. Our executive director has a great interest in intermural activities and veterans affairs. He has recruited a lot of people to help, but whatever services they are providing, if they are not an actual employee, they can't advocate for us directly out in the community. We have had some businesses call and say they have been approached by people who are from here.

Field trips. We have a 13 passenger van that can be used. Faculty members who have taken the defensive driving course and meet the requirements can take it out. There is paperwork to be done, however. Students must have permission slips.

Holiday New Mexico. Holiday New Mexico will be on December 1st. Marilee is heading a committee on it. They have nice activities planned. It will start at 5:30.

Graduation. Jeannie Baca encouraged everyone to be present to celebrate graduation on December 13<sup>th</sup>.

Enrollment, retention, graduation. If our enrollment and graduation rates do not increase, then we can't justify hiring all of these people. Jeannie Baca stated that she requested information from Marie concerning outcome data on attrition and students who only attend for one or two semesters. She had not heard back yet. A faculty member suggested that the director be asked to make the request so that we could get the data. Jeannie Baca explained that Marie is only here part-time and the rest of the time at main campus. Faculty agreed that we need to be able to get data so we can make decisions better.

Zuni board meeting. Jeannie Baca encouraged the entire faculty to go to the Zuni board meetings. The board there had good ideas. Anyone who is interested should let her know, and she will find out when the next board meeting is being held.

ACTION ITEM	Adjunct Affairs Committee	BRIDGETTE NOONEN
DISCUSSION		

ACTION ITEM	FACULTY SENATE BUDGET REVIEW COMMITTEE	ROBERT GALIN
DISCUSSION		
	<p>We have been asked to reinstate the FS Budget Review Committee – it is now furloughed. From the bylaws:            “The responsibilities are to be involved in total campus budget planning, development and review. The chair of this committee will act as Faculty Senate representative to the Administrative Budget Planning Committee to coordinate and promote academic, instructional, and professional voice to the Administrative Budget Committee.”            (Bylaws 1:B:1)</p> <p><b>I make the motion to remove the word “furloughed” keeping the rest of the bylaw the same.</b></p> <p>Motion by Robert Gallin            Second: Jim Sayers            Discussion:            Gloria Dyc – I'd like to have it in the minutes when this committee was furloughed. I think it is important to know that the faculty has not been a part of the budget process for quite a while.            Faculty members discussed this and no one knew exactly when this happened. One remembered that Dr. Mangham came to the senate about 4 years ago and had a small committee on budget review, but as the business people changed it morphed out. Another thought it was in the last few years.            Voice Vote: Unanimous approval            Motion carried: <b>Yes</b>            John Zimmerman – if you are interested in serving on the Budget Review Committee, please let me know.</p>	

DISCUSSION
<p><b>Whereas faculty salaries have been stagnant for five of the last six years and benefits are becoming more expensive, we recommend a permanent 10% pay increase for all full-time faculty members to be paid from the UNM-Gallup Reserve Funds.</b></p> <p>Second: Lora Stone</p> <p>Discussion:</p> <p>One faculty member stated that although he would like a raise, like everyone else, he believed the money should come from regular funds rather than the reserve funds. The reserve funds should be used for emergencies. He opposed this motion on that issue. Another faculty member said that he did not oppose this motion per se, but we need to address the inequity in salaries. If we get the pay raise without the inequities are addressed first, then they might never be righted. There has been a lot of compression in the salaries. The inequities need to be addressed.</p> <p>Voice Vote: majority yeas; 1 nay</p> <p>Motion Carried: <b>Yes</b></p>

DISCUSSION
<p><u>Faculty Committee on Student Affairs</u> – no report at this time</p> <p><u>Budget Review Committee</u> – no report at this time</p> <p><u>Curriculum Committee</u> – Jim Sayers: The committee approved additions to the fire safety program, a construction class on weatherization, and an internship program with Gallup Land Partners. The latter was approved with list of duties for students to complete. The intent is for the students to get involved with real business experience. In addition, the committee returned several course proposals for more clarification. Finally, the committee appreciates the return of our administrative support from Dean's office.</p> <p style="padding-left: 40px;">Discussion from the faculty: Faculty members were concerned about an internship program exploiting the students. Jim Sayers admitted the committee had concerns about this as well. The internships have criteria and learning goals. The return for the students is that they are getting credit for the work, and they are gaining valuable experience. The committee has concerns about it, however, and are monitoring the progress.</p> <p style="padding-left: 40px;">Ann Jarvis described the fire safety program. The purposed changes follow the National Fire Academy curriculum. These will transfer to other institutions have fire science degrees.</p> <p>Motion: Jim Sayers: <b>I move to approve all three of these programs.</b></p> <p>Second: Ralph Casebolt</p> <p>Discussion:</p> <p>The faculty was hesitant to approve the GLP internship as it contains too many unknowns.</p> <p>Jim Sayers: <b>I withdraw my previous motion and modify it. I want to take the internship part out of it and just vote on approval of the fire safety and construction courses.</b></p> <p>Voice Vote: Unanimous</p> <p>Motion carried: <b>Yes</b></p> <p><u>Constitution and Bylaws Committee</u> - no report at this time</p> <p><u>Library Committee</u> - no report at this time</p> <p><u>Teaching Excellence Committee</u> – Lora apologized that the committee did not send out the survey. They are looking at the fall of next year. For the faculty development weeks in January and August, they are putting together panels at which faculty members can share their best practices. In addition, they are putting together a Facebook page to showcase best practices.</p> <p><u>CARC</u> – no report at this time</p> <p><u>Math Success Committee</u>: Florentine Smarandache: We are now in the process of selecting first 5 students for the Math Success program.</p> <p><u>Technology committee</u> – We sent out a survey of faculty needs and received 38 returns. These suggestions will go to the Teaching Excellence Committee for collaboration. The major concern was having no administrative rights on the computers.</p> <p><u>Staff and Faculty Committee</u>: Voted on applications for minigrants in the total of \$7,500.</p> <p><u>Recycling Committee</u>: Pamela Stovall – we had a good event on Tuesday for Gallup Recycles Day. It was good outreach to</p>

students, faculty, and staff. I have given you a handout shows what you can do. If you bring a lot from home let Rulon or me know, and we'll open the large bin for you. Right now, you have to empty your own office bins. We are looking to get a regular staff member or work study to do this in the future.

Ralph Casebolt: May we request a list of committees and members?  
John Zimmerman: Yes

**INFORMATION**

**ANNOUNCEMENTS**

DISCUSSION	
<p>There was a discussion of the new teaching evaluations. The faculty members commented that the timing was bad for it. All of the 8-week courses had finished before we were given the new evaluation system. It is difficult to ask students who finished their classes over 4 weeks ago to go back and do another evaluation. In addition, it added stress and confusion to the end of the semester. The teaching evaluations are important because our evaluations for tenure and promotion are tied to them. John Zimmerman admitted that these are problems, but that we were required to use them. There is nothing to do about it but to complain to the higher administration. Another faculty member suggested that we each develop our own evaluation form to administer in our classes which would supplement the online evaluation.</p>	

**ADJOURNMENT**

**ACTION**

DISCUSSION	
<p><b>Motion to adjourn</b> Motion Voice Vote: Unanimously approved Motion carried: <b>Yes</b></p>	
<p>Motion: Adjourned: 2:10 pm by John Zimmerman</p>	
<p>Recorded by: Jocelyn DeHaas, Faculty Senate Secretary on November 21, 2014</p>	