



**The
Faculty Assembly Meeting**

MINUTES

January 12, 2024 12:30 PM ZOOM

MEETING CALLED BY:	Dr. Keri Stevenson, Faculty Assembly President
MINUTES ASSEMBLED BY:	Andrew McFeaters, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antionette Abeyta, Karla Baldonado, Lowell Bautista, John Burke, Markos Chavez, Neysa Cox, Alok Dhital, Robert Encinio, Bruce Gjeltrema, Lucia Guerrero, Yi-Wen Huang, Hasani Jayasinghe, Thomas Kaus, Joe Kee, Carolyn Kuchera, Jacob Lacroix, Sarah Llanque-White, LD Lovett, Jonathan Lumibao, Elvira Martin, Aretha Matt, Andrew McFeaters, Laura Moore, Arun Muthaiyan, Shynal Robinson, Chaturi Sandamali, Chad Smith, Keri Stevenson, Kristi Wilson.
GUESTS:	

ACTION APPROVAL OF AGENDA DR. KERI STEVENSON

DISCUSSION	
Move to approve the agenda. Motion: Dr. Bruce Gjeltrema Seconded: Yes Discussion: None Vote: Unanimous Motion Carried: Yes	

ACTION APPROVAL OF MINUTES DR. KERI STEVENSON

DISCUSSION	
Move to approve the minutes from the November 17, 2023 UNMG Faculty Assembly meeting. Motion: Dr. John Burke Seconded: Yes Discussion: None Vote: Unanimous Motion Carried: Yes	

INFORMATION PRESIDENT'S REPORT DR. KERI STEVENSON

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Dr. Keri Stevenson mentions that this week's union meeting, which was canceled due to snow conditions, will be rescheduled soon. Dr. Stevenson then asks faculty if they have any agenda items they would like her to bring up during the next Executive Team meeting.

There is no response.

Dr. Stevenson then discusses the importance of including the required language in syllabi for the spring semester. UNM has already sent out those requirements, some of which is specific to Gallup's branch campus--such as information on the Academic Resource Center, office hours, campus policies, and so on. Faculty also should be sure to include an attendance policy, which was discussed last semester. It is important to have strict language regarding attendance. Dean Nasha Torrez spoke on this issue during this kick-off week. Dean Torrez also mentioned that faculty cannot drop a student for being disruptive, but disruptive students can be asked to leave the class. That can count as an absence, which would fall under the rules of an attendance policy spelled out in a syllabus.

DISCUSSION ITEM	PROFESSIONAL DEVELOPMENT	DR. KERI STEVENSON
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The next item of discussion relates to attendance at professional development sessions. Dr. Stevenson asks faculty if they have any suggestions about how to bolster attendance. The previous session on CARS and Omnibus was under-attended last November. Only three faculty attended. The Executive Team was not pleased with that outcome. They would like to schedule more sessions, but attendance is an issue. In that case, they might only schedule professional development sessions for managers and staff. Dr. Stevenson asks faculty if there are better topics for sessions or if faculty have any idea how to bolster attendance--such as offering the same session at different times to complement faculty schedules.		
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Professor Kristi Wilson suggests that professional development sessions not be held at the end of the semester. At that point faculty are fully immersed in teaching duties. Another idea is that, with regard to a mental health topic, something more private could be offered. Finally, another suggestion is that food could be offered at sessions. This might bolster attendance.		
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Dr. Stevenson mentions that there was no food at the November event because it was held on Zoom. On the subject of mental health, Dr. Stevenson reminds everyone that UNM-Gallup faculty are entitled to six free sessions through CARS at ABQ. Those sessions can be virtual. The other day, Dean Torrez mentioned that such sessions could also be used for other issues--such as discussing any problems in the classroom, such as a problem student.		
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Dr. Aretha Matt mentions that she wants to continue to suggest DEI sessions for professional development. Dr. Matt adds that teaching and learning sessions would be helpful.		
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Dr. Stevenson agrees that DEI would be helpful and would probably garner more attendance. Perhaps the sessions could also have people from the Teaching and Learning Center in ABQ present. The problem in the past is that such sessions have often been held in the early afternoon when faculty are teaching. If the session were tailored for our campus, then it might work.		
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Dr. Bruce Gjeltrema adds that a session would work best if it is held in the first six weeks of a semester. That is when faculty are still building their semesters and building relationships with students and each other. A session in November comes too late to be helpful.		
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Dr. Stevenson mentions that the Executive Team was thinking about scheduling one session per month, but the point of holding sessions earlier is a good idea.

Dr. Arun Muthaiyan asks if such sessions are ever offered to students.

Dr. Stevenson replies that it would depend on the topic. For example, a mental health session could be open for students as well, but a DEI topic would target faculty.

Dr. Muthaiyan adds that there is a two-way interaction between faculty and students. Faculty receive all of the training but students don't. An issue like mental health is needed by students, too. These policies are added to syllabi, but students often don't read syllabi. Offering sessions to both students and faculty could be helpful.

Dr. Andrew McFeaters adds that, with regard to professional development topics, artificial intelligence should continue to be discussed since it is an evolving issue.

Dr. Stevenson mentions that Dean Torrez spoke on that topic, suggesting that all faculty follow the same policy on academic dishonesty in their syllabi. When branch campuses follow ABQ policies, we are better protected. Knowing exactly what UNM is going to do with AI is still up in the air. Including AI in another session could be a good idea. Dr. Stevenson adds that she will take all of the ideas discussed so thus far to the Executive Team.

<u>ACTION ITEM</u>	<u>MARCH MEETING</u>	<u>DR. KERI STEVENSON</u>
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Dr. Stevenson mentions that the next item of business relates to the Faculty Assembly meeting in March because the third Friday of March falls during spring break. The meeting needs to be rescheduled to the Friday before or after spring break. Dr. Stevenson asks for a motion to change the date for March's meeting to March 22nd since March 8th will garner less attendance.

Motion: Dr. Sarah Llanque-White

Seconded: Professor Joe Kee

Vote: Unanimous

<u>INFORMATION</u>	<u>COMMITTEE REPORTS</u>	<u>COMMITTEE CHAIRS</u>
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Dr. Stevenson asks for committee reports:		

UNMG Senator to ABQ: Dr Sarah Llanque-White reports that President Garnett Stokes, at the last meeting in November, provided positive statistics on student retention. Student retention was up 73% last term. There was an 11% increase in enrollment since the previous year. President Stokes encourages faculty to get students to think about what jobs they want to pursue after graduation. Office hours policy has changed. It has been approved that office hours will be determined on the departmental and division level. Each chair will decide what the policy is. President Stokes updated us on our new Athletic Faculty Representative. The new FAR is Dr. Karen Goodrow. She works with the College of Education, and she is there to make sure that there is advising and oversight for student athletics. If there are any issues with student athletics, like scheduling issues for example, faculty can contact her for assistance and support. Dr. Llanque-White adds that she met with Dr. Burke and the other branch campus senators. At that council meeting, there was discussion on Los Alamos' faculty

workload, which is still 5-5. The goal is to draft a letter for workload equity at Los Alamos. Letters will be drafted for other campuses as well. Dr. John Burke adds that if anyone wants to see Los Alamos' workload policies, please contact him or Dr. Llanque-White.

Budget Review Committee: Dr Llanque-White mentions that the committee met towards the end of last semester. The committee voted on who would become the new chair. Dr. Llanque-White will be the chair, with Professor Lucia Guerrero also taking a leadership role. Thus far a meeting with Dr. Sabrina Ezzell has yet to be scheduled. A budget plan will be discussed then. Dr. Gjeltrema has been helpful in aiding the transition to a new committee chair.

Committee on Teaching Excellence: Professor Chad Smith mentions that they are currently planning to set up a meeting for the semester. There are open slots for committee members. Membership is invited.

Constitution and By-Laws Committee: Professor Kee says that he will communicate with the committee next week to set up a meeting. So far the committee has not received requests from faculty to change any by-laws.

CARC: Professor Lowell Bautista reports that they had a meeting in the morning with the division chair and Dean John Zimmerman. It was a productive meeting. The assessment from UNM-ABQ has made changes to better assist faculty in submitting artifacts. An email will soon go out to advise faculty on how to proceed.

Curricula Committee: Dr. Antionette Abeyta mentions that the Certificate in General Education was approved by ABQ with minor changes. They wanted to clarify that it was UNM-specific in application rather than statewide. They also added the second-languages requirement, in that UNM is the only higher ed institution in New Mexico that requires that. There are two program reviews coming up. In the February meeting we'll expect to have some form-Bs.

Library Committee: Dr. McFeaters mentions that the library committee will hold a meeting in the last week of January in order to establish priorities for the semester.

Strategic Planning Committee: Dr. Carolyn Kuchera reports that the committee has not met yet. She mentions that it would be helpful if the committee had a charge or project around which to organize its mission. She will gather responses and then set up a meeting.

Distance Learning Committee: No members present.

Adjunct Faculty Affairs Committee: Professor Wilson mentions that the committee will meet in the next week or two. An item of discussion will relate to awarding pins to recognize service over the years. Professor Wilson mentions that this will be her last year as chair for the committee. Anyone interested in chairing the committee should contact her.

UA-UNM, Faculty Union: Dr. Stevenson mentions that the union will begin bargaining the whole contract this year. The 2021 contract expires in September 30th of 2024. We can ask to bargain the contract ninety days before the expiration, meaning bargaining can begin on June 30th. If the administration is to open to it--and they have indicated that they are--we could begin bargaining before that. That way a time crunch could be avoided. Last semester's bargaining survey indicated that the first priorities are compensation and healthcare premiums. Other important issues had to do with administrative transparency, higher pay, and job security for adjunct faculty. Other suggestions or concerns are invited. Compensation bargaining will begin in March. Right now the administration

wants to go for a 6% raise. The union has been instrumental in making raises possible. There was no raise from 2020-2021. Over the last couple of years, we acquired a 7% and a 6% raise. Anyone interested in participating, should reach out to union leadership. The election for union officers is coming up in the spring.

INFORMATION

ANNOUNCEMENTS

VARIOUS

Professor Jacob Lacroix mentions that the Safety Committee is offering NARCAN training to anyone who is interested--faculty, staff, or family. The training can be offered on or off campus. The process takes about thirty minutes, after which NARCAN can be distributed.

Professor Markos Chavez says that he will be sending out information on the new MANGO learning software soon. The library now has access to their language database. Professor Chavez adds that if anyone is interested in speaking for a Z-Talk at the library, please reach out to him.

ACTION ITEM

ADJOURNMENT

Move to adjourn.

Motion: Dr. Burke

Seconded: Dr. Stevenson

Vote: Unanimous

Motion Carried: Yes

Meeting adjourned at 1:10PM, by Faculty Assembly President Dr. Keri Stevenson.

Recorded by: Dr. Andrew McFeaters, Faculty Assembly Secretary, on January 12, 2024.