



**The  
Faculty Assembly Meeting**

**MINUTES**

**November 17, 2023 12:30 PM ZOOM**

<b>MEETING CALLED BY:</b>	<b>Dr. Keri Stevenson, Faculty Assembly President</b>
<b>MINUTES ASSEMBLED BY:</b>	Andrew McFeaters, Faculty Assembly Secretary
<b>FACULTY ATTENDEES:</b>	John Burke, Neysa Cox, Markos Chavez, Robert Encinio, Bruce Gjeltma, Yi-Wen Huang, Hasani Jayasinghe, Joe Kee, Carolyn Kuchera, Jacob LaCroix, Carmela Lanza, Sarah Llanque-White, LD Lovett, Elvira Martin, Aretha Matt, Andrew McFeaters, Arun Muthaiyan, Sangam Pangeni, Chad Smith, Keri Stevenson, Kristi Wilson.
<b>GUESTS:</b>	Shana Arviso

**ACTION APPROVAL OF AGENDA DR. KERI STEVENSON**

<b>DISCUSSION</b>	
<b>Move to approve the revised agenda. (Eliza Caponetto won't be presenting.)</b>	
<b>Motion:</b> Dr. Aretha Matt	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**ACTION APPROVAL OF MINUTES DR. KERI STEVENSON**

<b>DISCUSSION</b>	
<b>Move to approve the minutes from the October 20, 2023 UNMG Faculty Assembly meeting.</b>	
<b>Motion:</b> Dr. Andrew McFeaters	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**INFORMATION PRESIDENT'S REPORT DR. KERI STEVENSON**

<p>Dr. Keri Stevenson mentions that the Operations Committee met with the Executive Team last Friday. Dr. Stevenson also met with them at the College Council meeting this past Wednesday. The Operations Committee asked for updates on issues like: 1) the CTE renovation (which is still ongoing because electrical parts have yet to arrive); 2) the Native American Student Center, for which Dr. Ezzell hopes to hire people next semester so that the center can be fully open in the fall of 2024; 3) student</p>	

attendance issues in classes, especially in relation to sports; 4) the wellness event that the Staff Council held this past week (Frank Sanchez recommends QPR suicide prevention training); and 5) the CARS/Ombud training having poor attendance (the Executive Team plans to hold more training next semester).

Dr. Stevenson mentions that there is no update regarding the Mini-Grant Committee--whether there will be funding for that and when it will be up-and-running. There will be a thirty-day legislative session this year. So hopefully there will be more opportunities for faculty to get input on the budget, and we shall know sooner what kind of funding we shall receive--and how much--for the next year. Dr. Ezzell is in favor of splitting up the funding model between two-year and four-year institutions. The Two-Year College Consortium has been discussing that. She says that we don't have that much in common with four-year institutions, and she is hopeful that the Legislative Finance Committee will be in favor of the split.

President's report concludes.

<b><u>DISCUSSION ITEM</u></b>	<b><u>COMMITTEE ATTENDANCE</u></b>	<b><u>DR. KERI STEVENSON</u></b>
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<p>Dr. Stevenson mentions that the Operations Committee has been discussing attendance issues in the Faculty Assembly committees. It has been difficult to get the committees together this semester. Scheduling polls are not yielding workable results. Emails related to committee ideas or scheduling have had few responses. For these reasons, the Operations Committee has drafted a template form that could be useful for encouraging attendance. If the Faculty Assembly isn't receptive to the template, other ideas to encourage attendance and to facilitate the work can be discussed.</p>		
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<p>Dr. Stevenson shares the template form on the screen. Dr. Stevenson thanks Dr. Aretha Matt for drafting the template. The idea is that the committee chairs could use the form at the end of the year to acknowledge service from committee members. Then there would be a record of attendance and the members would have a record of their service. The form could be used for annual reviews and tenure-track stages. The form lists the committees, asks for the frequency of attendance, and affords a space for the chair to provide remarks--to acknowledge projects and to include any extenuating circumstances for missing attendance. The Diversity Task Force is not there because it is not under the Faculty Assembly.</p>		
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<p>Dr. Stevenson opens the floor for questions and comments regarding the template.</p>		
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<p>Professor Joe Kee comments that the form is a great idea. It puts forth accountability and streamlines the chair's work. It will make sure the committees run smoothly. This would help with end-of-year reviews and provides the division chairs with important information.</p>		
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<p>Professor Kristi Wilson mentions that the Adjunct Faculty Committee is not ad hoc, which is what the current template says. She mentions that this form would be helpful for chairs.</p>		
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<p>Dr. Stevenson says that the information regarding the Adjunct Faculty Committee can be revised to address the issue.</p>		
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<p>Dr. Huang asks how special circumstances would be handled, such as when a committee member has an emergency.</p>		
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<p>Dr. Stevenson mentions that the "additional comments" section of the form could be used for that situation.</p>		
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Professor Kee mentions that the Faculty Assembly website needs to be updated. That way the current committee membership will be listed.

Dr. Stevenson responds that the website will be updated soon because a new webmaster has finally been hired. There will be a delay so that the new webmaster can get used to the job, but updating the website will be a priority.

Dr. Stevenson asks faculty if the template should be put to a vote. Faculty members agree to vote.

Dr. Carmela Lanza makes the motion to vote on the adoption of the form with the deletion of "ad hoc" from the Adjunct Faculty Committee section.

Dr. Sarah Llanque-White seconds the motion.

Vote passes unanimously.

<b><u>DISCUSSION ITEM</u></b>	<b><u>WORKING WITH STUDENTS</u></b>	<b><u>DR. KERI STEVENSON</u></b>
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Dr. Stevenson mentions that many faculty are concerned with attendance issues in their classes. This issue was discussed at the Executive Team meeting and the College Council meeting. One recommendation that everyone is voicing is that there is an attendance policy in syllabi. Faculty should consistently enforce the attendance policy.

Dr. Stevenson mentions that Provost Holloway is concerned about the fact that so many first-year students are losing access to the lottery and opportunity scholarships. Students lose access to that if they don't complete fifteen credits per semester. If a student is dropped from a course for poor attendance, or if a student fails a class, then that student loses access to the scholarship. For the branch campuses, the requirement is not as high. For branches, the requirement is twelve credit hours per semester for first-time branch learners and nine credit hours for continuing learners. A student in the second year only needs nine hours. This is a good reason to discuss attendance. We do drop students, but in some cases, according to Jayme McMahon, it would be better for the student to stay in the class and to earn a failing grade.

Dr. Abeyta mentions that the problem with attendance policies is that they can be ableist by nature.

Dr. Stevenson mentions that leaving room for flexibility in the policy is important, and she mentions that these issues can be brought up during Arviso's presentation.

Dr. Bruce Gjeltrema says that he includes penalties for "unexcused absences," thus distinguishing between excused and unexcused absences. That way there is room for issues related to disability or for extenuating circumstances in the course syllabus.

Dr. Stevenson mentions that leaving room in which students can provide documentation is important. Dr. Stevenson says that her policy provides a distinction between non-emergency and emergency medical appointments.

Professor Wilson says that her syllabus excuses three absences, but after that it is the student's responsibility to get caught up. Professor Wilson mentions the issue with sports at the high schools. She cleared the issue up by emailing the sports contact at the high school. It is important to tell students that university education comes before high school sports.

Dr. Stevenson mentions that her students have to share the sports schedule and include information that proves the student is on the team.

Professor Wilson adds that students should be held responsible for their actions and inactions at a university.

Dr. Stevenson asks if any online faculty want to add an opinion.

Dr. Carmela Lanza says that she agrees with Professor Wilson. Students are accountable. One problem seems to be that high-school students in college courses seem to think college will be like high school. It is the same with late work. Universities have different policies. Perhaps it is worthwhile to dig deeper into what is going on there.

Dr. Stevenson mentions that Shana Arviso has arrived and invites her to begin her presentation.

<b><u>DISCUSSION ITEM</u></b>	<b><u>ARC PRESENTATION</u></b>	<b><u>SHANA ARVISO</u></b>
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Accommodations Specialist Shana Arviso shares policies and practices of Academic Resource Center.

Dr. Stevenson reminds faculty to use the Early Alert system for students who are having difficulties. Few faculty are currently using it.

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

**UNMG Senator to ABQ:** Dr. Burke mentions that the Faculty Assembly meeting took place on October 31st. Provost Holloway discussed his concerns regarding student retention. Associate Provost Cheek presented a plan of attack, which she will present to the Regents. Some of the items in that plan address twelve-week courses. Dr. Burke's concern is that, if a student is not doing well in a fifteen-week course, it is likely that student won't do well in the twelve-week course. The plan has not yet been approved by the Regents. Anyone who wants to learn more about this can check out the Faculty Senate recording. The other issue raised regarded whether students know where they stand (i.e. grade average) in their courses. It is important to stay on top of grading. One other issue discussed related to the new Sabbatical Policy (C200), which was approved of in a vote. Anyone thinking of applying for a sabbatical should look at the revisions. The only other issue raised dealt with the E30 Policy (Research Data Management). Faculty should keep track of this.

**Budget Review Committee:** Dr Sarah Llanque-White says the Budget Review Committee will be meeting on November 27th.

**Committee on Teaching Excellence:** Professor Chad Smith mentions that the committee met a couple of times this semester. The goal is to get the committee back on track.

**Constitution and By-Laws Committee:** Professor Kee has communicated with the committee members that they have not received any requests for changes to by-laws.

**CARC:** No report.

**Curricula Committee:** Professor Markos Chavez mentions that the committee is meeting on December 1st.

**Library Committee:** Dr. Andrew McFeaters mentions that Dr. Kristian Simcox arranged a recent meeting but not enough members attended to establish quorum. Dr. Simcox is in the process of setting up another meeting time.

**Strategic Planning Committee:** Dr. Carolyn Kuchera mentions that they are reaching out to the Executive Team to find out what role is envisioned this year. Dr. Kuchera emailed the committee members to encourage them to attend listening sessions on November 30th and December 1st.

**Distance Learning Committee:** Dr. Yi-Wen Huang mentions that the committee is currently working on surveys. After that, there will be a meeting in January.

**Adjunct Faculty Affairs Committee:** Professor Wilson says that they met this week. They are making plans to review the years of service performed by adjunct faculty. By the end of next semester, they want to provide pins that acknowledge their years of service. There are forty-nine adjunct faculty.

**UA-UNM, Faculty Union:** Dr. Stevenson mentions that the union held a meeting at the end of October. The main focus is the bargaining survey. The survey will help prioritize needs. So far the main priorities have dealt with healthcare premium cost reduction and increased compensation. Close behind those issues were job security and pay for adjunct faculty as well as transparency from the administration. The new contract will be negotiated next year along with the regular compensation negotiations that open in March. Please fill out the survey. Dr. Stevenson mentions that she plans to hold listening sessions for our campus--in person and online. Remember that the survey has the additional benefit of being anonymous.

## INFORMATION

## ANNOUNCEMENTS

## VARIOUS

Professor Markos Chavez mentions that he needs ten people for his Read-Poster campaign. Please send him an email to join the event.

Professor Wilson mentions that she and others will again hold an in-person option for the next faculty assembly meeting. Everyone is invited. Perhaps, with enough people, there could be a potluck. Room 270 will be reserved.

**ACTION ITEM****ADJOURNMENT**

<b>Move to adjourn.</b>	
<b>Motion:</b> Dr. Burke	
<b>Seconded:</b> Dr. Stevenson	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	
<b>Meeting adjourned at 2:00PM, by Faculty Assembly President Dr. Keri Stevenson.</b>	
<b>Recorded by:</b> Dr. Andrew McFeaters, Faculty Assembly Secretary, on November 17, 2023.	