

Dr. Mingus announced that the changes to the constitution and by-laws had passed by one vote. The new version of the constitution was on the website. Chairs were no longer part of the Assembly, among other changes. He had forwarded the changes to the Faculty Senate for approval, because they were our recognizing body, and Finnie Coleman was checking on them.

He then moved on to the topic of Assembly elections; nominations for officers and the Senator would be going out in February, and results would be announced in the April meeting. He encouraged faculty to nominate people or self-nominate to run for the positions. He also encouraged them to ask questions, and reminded those who might be considering the President's office that it did come with a course release.

Dr. Mingus thanked the Safety Campus Committee for running trainings in CPR and using the first aid kits during the division meetings, and said Professor Damon, Professor LaCroix, and Professor Perales had done an excellent job.

Since some faculty had expressed interest in the topic, Dr. Mingus said that he would be meeting with Dr. Ezzell on Tuesday, and would ask her about the Dean's Search: qualifications for the candidates, the timeline for the search, etc. He would also ask about the CAL and what was happening there, or what the plan was for its future. The Ops Committee would meet with the executive team the next Friday to talk about the bookstore and the plans for its future. Dr. Mingus said the Chancellor was open to talking, but faculty would also ask questions of the other executive team members, such as Mr. Robert Griego.

Finally, Dr. Mingus reminded the Assembly of the bad winter storm coming in early next week. He encouraged faculty to create contingency plans, and said the local schools would probably cancel classes because of snow.

One faculty member asked about when Canvas would open for students, Monday or Tuesday. Dr. Tracy Lassiter said that the courses would be visible on Tuesday, since Monday was a holiday.

INFORMATION

BIG BROTHERS/BIG SISTERS

MS. SARAH PIANO

Ms. Sarah Piano introduced herself and Ida Magnum, the new Big Brothers/Big Sisters development and outreach coordinator, who passed out materials to the faculty. Ms. Piano had been the local director for a number of years.

Big Brothers/Big Sisters had had a partnership with UNM-Gallup for many years, although it had been disrupted by the pandemic, Ms. Piano said, and the organization wanted to resume its close ties with the college. There would be upcoming events faculty and staff could help them with.

Ms. Piano shared that Big Brothers/Big Sisters had been a national program for more than a hundred years. They had a presence in all states as well as internationally. Their mentoring program was a preventative measure against problems for kids who were 5-18. Volunteers, the "Big Brothers" and "Big Sisters," would meet with their little siblings twice a month. They could take their little sibling to go hiking or to other activities they were participating in. Community events like Arts Crawl would also be good ideas. Ms. Piano and her staff were searching for more mentors, who could be faculty, staff, or students. Ms. Piano suggested it would be a great opportunity for students majoring in education or social work, but also students in other areas, and that they could put the mentorship on their resumes. Ms. Piano stated representatives of the organization could be invited to present to individual classes.

To become mentors, volunteers would go through background checks and be fingerprinted in the Big Brother/Big Sister offices after the interview. The minimum commitment was a year, for the sake of consistency for the child.

January was National Mentoring Month, Ms. Piano said, and next week on Thursday, there would be a mentoring mixer, held at the El Morro Events Center. It would be a learning event rather than one where attendees had to sign up to be mentors. There would also be quarterly Mentoring Mixers in the future. She encouraged faculty to share the event information with others.

One faculty member asked about the ages of the children involved in the Big Brothers/Big Sisters program. Ms. Piano replied that it was 5-18, but since the organization primarily runs a preventative program, children were usually enrolled before 15.

Another Assembly member asked about teenagers becoming mentors, as there were a few dual degree programs at UNM-Gallup with students in the 16-17 age range. This faculty member thought mentorship could be a good way for high school students to fulfill volunteer service requirements. Ms. Piano responded that there was a national standard for mentors to be 18 years old or older. However, there was also a School Buddies program that involved high school students who were sophomores or juniors and who could mentor kids in elementary school. They would spend an hour a week with the child at the school. The faculty member asked for clarification, since the Big Brothers/Big Sisters website said parental consent could allow children under 18 to become regular mentors. Ms. Piano said that this would not work as regular mentors needed to be legally of age and able to drive. When the faculty member said the information about parental consent had been on the organization's national website, Ms. Piano said she would give her contact information that would allow her and Ms. Piano to get together and discuss the matter.

Ms. Piano next discussed the upcoming Bowl for Kids Day event. Her assistant distributed a factsheet that said it was the major fundraising event for the year. Five people formed each bowling team; they could be coworkers or family members. Each team had to raise at least \$500. Last year's faculty team raised over \$1000 in three days. The money raised supported the local program and would help local children.

Teams would receive food and could choose a time slot that they wanted to bowl in. The theme chosen for this year would be Harry Potter, and teams would be encouraged to dress up according to the theme. Ms. Piano hoped that a UNM-Gallup staff team would be formed so they could compete against the faculty team, which had happened in the past. The event would be held in April, its original date, instead of October, which had been the COVID-adjusted time. Ms. Piano said she would be in touch with faculty who had been team members in the past, and thanked the Assembly for listening.

INFORMATION

ARC PRESENTATION

MS. SHANA ARVISO

Ms. Shana Arviso introduced herself and said she was the new Accommodations Specialist at ARC. She would meet with students who had a documented disability, including physical or psychological ones, to determine their accommodations. When students came to ARC, they would bring their documentation, from a health care provider or a counselor, or their IEP or 504 plan. They would discuss the accommodations with Ms. Arviso to help support them through any barriers blocking their learning. Ms. Arviso said that she had met with 1-2 students every week since starting in October.

Ms. Arviso reminded faculty that they should include an accommodations statement in their syllabus and the statement about inclusive classrooms. Any conversations between faculty and students would be confidential, but rather than trying to diagnose students, faculty should tell them to contact ARC. Ms. Arviso talked about there being resources online as well, through the Albuquerque ARC website, which she hoped to have placed on the UNM-Gallup site.

Faculty should also be open to accommodating students and meeting with the student and Ms. Arviso to discuss the student's needs. Removing barriers was the major responsibility of her office, she stated. Confidentiality should be maintained, and the faculty member would know only the students' accommodations, not their disabilities or diagnosis.

About 37 students were currently registered for accommodations. Ms. Arviso was trying to streamline the testing accommodations, so that students could finish exams or quizzes in a single session. Faculty should bring in the exams to the ARC office and clearly communicate with the student to indicate when the test would arrive. The ARC center would notify the student that the test was available, and which hours would be set aside for the student to take it. Faculty would receive an email when the test was complete. The ARC office would then bring the test over, email it, or meet with the faculty member to hand it in. Faculty members would have to complete a drop-off test form when they dropped off the document. This ensured that the ARC office knew how long the student had to take the test.

Ms. Arviso invited questions, and the first was whether there were other ARC staff besides Ms. Arviso herself. Ms. Arviso said that there was no one else currently, but they were putting out job positions for two work-study students. The faculty member who had asked the question thought that since some students with accommodations needed extra one-on-one interaction, having more staff available to provide it would be helpful for them. Ms. Arviso said she was usually in the ARC office Monday-Friday from 8-5.

One Assembly member asked what services or referrals could be offered for students in emotional crisis. There was an online component offered though the Albuquerque campus that might be adapted to UNM-Gallup. Ms. Arviso said that the ARC center could help students navigate these resources, and she had a list of local community resources she could provide to them.

A professor wanted to know if students would be bringing ARC paperwork to their instructors. Ms. Arviso said that all faculty would receive accommodations letters, but they would come through email and had been sent that week. Other templates and resources would be sent out so that students and faculty could agree to extended deadlines or attendance adjustments. These forms would be on the Albuquerque ARC website. In response to a question about whether students with accommodations would talk with faculty, Ms. Arviso said she highly encouraged them to do so, and also encouraged faculty to reach out to the students.

Another faculty member said that evening classes with students in emotional crisis could have problems with contacting ARC because they took place after the office was closed. A list of local resources sent by email or placed on the website would be valuable. Ms. Arviso said that she would put that on her list.

The last question was about how to increase font size on documents for students who needed that accommodation. Ms. Arviso explained that there was equipment in ARC that could allow students to read textbooks and enlarge the font. Otherwise, a single handout or test could be changed into larger font. Other faculty agreed that screen magnification had been available in ARC in the past, although increasing the size of text in a video might be a problem.

Ms. Arviso closed her report by stating that she was looking into the note-taking services for students who needed these. She also had handouts that faculty could take.

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| ACTION ITEM | CHANGING THE MARCH MEETING DATE | DR. MATT MINGUS |
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Dr. Mingus announced the necessity to change the Assembly meeting date for March, since the third Friday of March would be during Spring Break. He asked faculty to vote for either March 10th or March 24th, the Fridays before or after. Faculty in-person raised their hands for each vote; faculty on Zoom checked green or red boxes.

After tallying the votes, Dr. Mingus announced that March 24th would be the March Assembly meeting date.

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| INFORMATION | COMMITTEE REPORTS | COMMITTEE CHAIRS |
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DISCUSSION

Dr. Mingus asked for committee reports:

UNMG Senator to ABQ: Dr. Aretha Matt said that the Faculty Senate would meet on Tuesday the 31st at 3 PM. The FAHSS division had been concerned about the requirement for personal characteristics on the RPT criteria, as no one seemed able to clearly define what this meant and it might impact some faculty unfairly. The Branch College Community Council had written to the Academic Freedom and Tenure Committee asking about it. According to the response they had received, that section of the RPT criteria was being revised.

Budget Review Committee: Dr. Bruce Gjeltema, the chair, said that the committee had no report.

Committee on Teaching Excellence: Professor Chad Smith, the chair, said the committee had not met, but would soon.

Constitution and By-Laws Committee: Dr. Keri Stevenson, the chair, said the committee had met the previous semester after Thanksgiving and the changes to the constitution and by-laws had passed by 66.667% of eligible faculty voting, the minimum required. She thanked all the faculty who had voted.

CARC: Dr. Andrew McFeaters said that the committee's first meeting would be the next week. Professor Lowell Bautista would become the new chair, and they would be planning for spring semester artifact submission. The spring artifact deadline would be May 15th.

Curricula Committee: Dr. Lora Stone, the chair, was not present, but Dr. Mingus said that the committee would meet soon and that there would be a new chair elected in April as Dr. Stone would be retiring.

Library Committee: Dr. McFeaters, the chair, said that the Library Committee and Professor Markos Chavez had set up events for Black History Month, as well as Women's History Month and others that would be upcoming. There would be a template coming out that would allow faculty to put in event attendance as extra credit into their syllabus and make it easier to keep track of student attendance.

Strategic Planning Committee: The committee chair, Dr. John Burke, said that the campus-wide committee had met, and the Albuquerque officials had sent out a summary of the information discussed, but he was not currently allowed to share all of that information with the faculty at Gallup. He would ask about why he could not share it in his next communication with the committee.

Distance Learning Committee: The committee chair, Dr. Carmela Lanza, could not be present, but had sent a report. The DLC needed at least one new committee member and would be meeting later that semester.

Adjunct Faculty Affairs Committee: Professor Kristi Wilson, the chair, said there was nothing to report.

UA-UNM, Faculty Union: Gallup Union VP, Dr. Stevenson, said that the union was still fighting to make sure UNM-Valencia got a 4/4 workload; they had only been offered a 5/4 despite the faculty voting overwhelmingly in favor of a 4/4 one. She also asked anyone who was interested to talk to her about becoming a member of the representative assembly. Gallup needed two reps, one for full-time faculty and one for part-time.

One faculty member asked a question about the status of the mini-grant committee. Dr. Mingus said that the pandemic seemed to have killed it, but as it was a Dean's committee, he did not know what the status was for sure. The faculty member thought funding from the mini-grant committee could be used to bring in an author to speak at the library.

| INFORMATION | ANNOUNCEMENTS | VARIOUS |
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| <p>Dr. Tracy Lassiter announced that there were three openings for faculty to join E-CPR training, which would be held on three Fridays in February. Additional training would make the person who took it a facilitator, which they could be paid for. This training would teach faculty to help students in emotional crisis. Applications were due that same day, Dr. Lassiter said.</p> <p>Dr. Lassiter also planned to present more workshops in the Digital Teaching Workshop series; January's topic was on using videos in class. Professor Bobbi Shack would be co-presenting.</p> <p>Professor Wilson announced that on March 6th, a local artist who had been a former UNM-Gallup student, Eric-Paul Riege, would be presenting on campus. The presentation might include a performance.</p> | | |

| ACTION ITEM | ADJOURNMENT |
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| <p>I move to adjourn.</p> <p>Motion: Keri Stevenson Seconded: Yes Vote: Unanimous Motion Carried: Yes</p> | |
| <p>Meeting adjourned at 1:36 PM, by Faculty Assembly President Dr. Matt Mingus.</p> | |
| <p>Recorded by: Keri Stevenson, Faculty Assembly Secretary, on January 13th, 2023</p> | |