



The
Faculty Assembly Meeting

MINUTES **September 16th, 2022 12:30 PM SSTC 182/ZOOM**

MEETING CALLED BY:	Dr. Matt Mingus, Faculty Assembly President
MINUTES ASSEMBLED BY:	Keri Stevenson, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, John Burke, Neysa Cox, Christopher Dyer, Bruce Gjeltema, Hasani Jayasinghe, Tom Kaus, Joe Kee, Jr., Carolyn Kuchera, Jacob LaCroix, Carmela Lanza, Tracy Lassiter, LD Lovett, Jonathan Lumibao, Elvira Martin, Aretha Matt, Andrew McFeaters, Matt Mingus, Arun Muthaiyan, Cecille Perales, Kelley Schukar, Kristian Simcox, Chad Smith, Keri Stevenson, Lora Stone, and Kristi Wilson.
GUESTS:	None

ACTION **APPROVAL OF AGENDA** **DR. MATT MINGUS**

DISCUSSION	
I move to approve the agenda.	
Motion: Carolyn Kuchera	
Seconded: Yes	
Discussion: None	
Vote: Unanimous	
Motion Carried: Yes	

ACTION **APPROVAL OF MINUTES** **DR. MATT MINGUS**

DISCUSSION	
I move to approve the minutes from the August 19th, 2022 UNMG Faculty Assembly meeting.	
Motion: Christopher Dyer	
Seconded: Yes	
Discussion: None	
Vote: Unanimous	
Motion Carried: Yes	

INFORMATION **PRESIDENT'S REPORT** **DR. MATT MINGUS**

Faculty Assembly President Dr. Matt Mingus reported on the following:	

Dr. Mingus began his report by stating that Big Brothers, Big Sisters was having a Bowl for Kids event on October 1st. Dr. Mingus and Professor Markos Chavez were on a faculty team, with Professor Robert Encinio a possibility for joining. Dr. Mingus asked for interested faculty to join and put information in the chat to donate money for Big Brothers, Big Sisters, which would go to help children in McKinley County.

He then talked about the Basic Needs Project being handled through the Albuquerque campus; this would address food and housing insecurity. Dr. Mingus offered to pass it on to any faculty members who were interested, and added that the project was especially dedicated to getting information from adjuncts.

The IR and the PR position search committees had filled the positions they were searching for, Dr. Mingus said. The successful candidates would start near the end of September or beginning of October. However, he knew of no movement on a search committee for the Chancellor position. Dr. Mingus also did not know if the Albuquerque campus and Provost's office planned to continue with Dr. Ezzell as Chancellor after her interim year was up.

He then reported that the Ops Committee would meet with the executive team in early October. The committee planned to discuss concerns about the pandemic federal dollars, some of which were put into reserves. Committee members also knew of or had raised concerns about hiring priorities and a campus-wide safety plan/training, along with printer and computer updates. Dr. Mingus felt there had been too much silence on these subjects.

Dr. Mingus finished his report and asked for questions. One faculty member asked if someone who was acting as Interim Chancellor could be voted in without a search. Dr. Mingus replied that there was a mechanism for the Provost's Office to do this, but that mechanism was not a faculty vote. He expressed hope that the Provost's Office would tell faculty about their choice for Chancellor if they appointed another one; that person could actually be a new Interim Chancellor to hold the position while a search continued. The same faculty member asked if the Provost would not want faculty input. Dr. Mingus said that while they might want it, it would not be required. The Provost's office could take any decision on the Chancellor they wanted to.

No faculty asked further questions, so Dr. Mingus moved on to the next item on the agenda.

ACTION ITEM

**CONFIRMATION OF
FACULTY COMMITTEES**

DR. MATT MINGUS

Dr. Mingus shared the link to the committee assignments roster he had put together after consulting the faculty committee preference form and current committee members and chairs. The roster needed Faculty Assembly approval to be official.

Professor Kristi Wilson had one change to announce: Professor Dana Aldis would not be serving on the Adjunct Affairs Committee.

I make a motion to approve the roster.

Motion: Keri Stevenson

Seconded: Yes

Discussion: Dr. Mingus alerted the faculty to there not being enough CARC members. It only had three instead of the five its bylaws required. Dr. Mingus was looking for faculty interested in serving on this committee.

Vote: Unanimous

Motion Carried: Yes

One faculty member asked if service on Albuquerque campus committees counted, or if Gallup faculty needed to prioritize Gallup committees. Dr. Mingus said that local committees do benefit from having interested members, but it could help our campus to have Gallup voices on committees like Academic Freedom or Tenure, or the Faculty Senate Operations Committee. While some of the Gallup committees had come out bigger than others on the roster, CARC was the only one that lacked the needed numbers.

INFORMATION

**PRESENTING CHANGES
TO CONSTITUTION**

DR. KERI STEVENSON

Dr. Mingus had created a document summarizing the proposed changes to the constitution and by-laws (see Appendix). This was distributed to faculty attending the meeting in person and linked in the Zoom chat. Dr. Keri Stevenson, chair of the Constitution and By-Laws Committee, read out the document, as this was the first of two meetings where the constitution had to be presented.

Dr. Mingus had summarized grammatical changes he had made, including use of the Oxford comma, and stated that division chairs would be removed as voting members of the Assembly. Dr. Stevenson asked Dr. Mingus to summarize the reason for this change. Dr. Mingus explained that division chairs were not so much faculty as members of the administration, since they did not teach during their appointments, and should not attend the Assembly because they could impinge on the right of faculty to speak freely.

Dr. Mingus had also changed references to “main campus” to the “Albuquerque campus,” as that was now common usage at UNM-Gallup, and clarified that the local advisory board did not have authority over the actions taken by the Assembly. Their role was advisory only. Due to contradictions between committee by-laws, Dr. Mingus had proposed standardization, including that committee members must take a three-year absence after serving for two three-year terms, and that chairs would be elected every two years, each term to also last two years. As there had been confusion in the past over elections for Faculty Senators to Albuquerque, Dr. Mingus had also added to the Nominations Committee’s by-laws the statements that they would run those elections; that all elections would take place online and that the Assembly would no longer accept nominations during in-person meetings, as in-person elections were no longer held; and that a call for nominations should be placed at least one month in advance of the election date.

Dr. Mingus had proposed no substantial changes to the Operations, Curricula, Budget Review, Strategic Planning, or Library Committees. At the request of the Committee for Teaching Excellence, their necessary number of voting members would be cut from seven to five. He had proposed clarifying language for the Constitution and By-Laws Committee, such as to show that they would review both constitution *and* by-laws. CARC and the Adjunct Affairs Committee had also received clarifying language, CARC to show that it answered directly to the Office of Assessment and Academic Program Review in Albuquerque and Adjunct Affairs to say that all adjuncts were welcome to serve as *ex officio* members of the committee unless they were already elected representatives to the Faculty Assembly. Like several of the others, the by-laws of the Distance Learning Committee had no suggested changes.

Dr. Mingus had introduced two changes in how the Assembly would operate. First, it would meet on the Friday before classes in January and August, and all references to “Convocation Week” would be removed from the constitution. Second, it would require a quorum of 25% of the Assembly members rather than 30%. Dr. Stevenson asked him why he was suggesting that change, and Dr. Mingus explained that it would be easier to make quorum with a smaller number of Assembly attendees. Since the pandemic had changed the way the Assembly met, and with the loss of several full-time faculty members to resignation, retirement, or passing away during the last few years, faculty numbers had also shrunk.

Finally, Dr. Mingus had added clarifications that related to the ratification of the constitution and by-laws. It would be done solely through online balloting in the future. As well, the revised constitution would not require the signatures of the UNM-Gallup Chancellor or UNM’s President; instead, it would be approved by the Faculty Senate and signed by the UNM Faculty Senate President. Dr. Mingus felt these changes made sense as the Gallup Faculty Assembly was a local Senate in miniature and did not need administrator approval to operate.

ACTION ITEM

CURRICULA COMMITTEE

DR. LORA STONE

Dr. Lora Stone, the Curricula Committee chair, put information in the chat about the votes on Curricula items. There were three Form C’s, which were new programs, and eight Form B’s, which were new courses. The First Form C was for a Certificate in Business Principles; Dr. Stone cited information from other colleges that supported this same program, including many in New Mexico. The program had been passed by the New Mexico Higher Ed Department. There was also a Certificate in Hotel, Restaurant, and Tourism Customer Service, which had been approved in the spring by the Curricula Committee, and a Certificate in Office Specialist, also with similar offerings around the state.

Dr. Stone stated that both sets of forms would be approved as a block. The eight new courses were all ones that would support the three certificates established by the Form C’s. These were Business Professionalism; Records Management; Customer Service in Business; Introduction to Tourism; Introduction to Food Preparation; Safety, Sanitation and Health in the Hospitality Industry; Hotel Operations I; and Beginning Keyboarding.

I move to approve these three Form C’s as a block.

Motion: Christopher Dyer

Seconded: Yes

Vote: Unanimous

Motion Carried: Yes

I move to approve these Form C’s.

Motion: Carolyn Kuchera

Seconded: Yes

Vote: Unanimous

Motion Carried: Yes

I move to approve these eight Form B’s as a block.

Motion: Kristi Wilson
Seconded: Yes
Vote: Unanimous
Motion Carried: Yes

I move to approve these Form B's.

Motion: Matt Mingus
Seconded: Yes
Vote: Unanimous
Motion Carried: Yes

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

Dr. Mingus asked for committee reports:

UNMG Senator to ABQ: Dr. John Burke reported that there were no updates on the anti-plagiarism software for Canvas or when UNM would acquire it. There was, however, an upcoming discussion of fossil fuel divestment, and there were still gaps on Faculty Senate committees that Gallup faculty could contact Dr. Burke about if they were interested in serving on those committees.

Budget Review Committee: Dr. Bruce Gjeltema, the chair, said he was holding off on the first meeting of the committee until they heard about the results of the meeting the Operations Committee would have with the admin team in October. That way, the BRC will be able to hear more about current financial transparency.

Committee on Teaching Excellence: This committee currently had no chair and would have to meet to elect one.

Constitution and By-Laws Committee: Dr. Keri Stevenson, the chair, said the committee's meeting was upcoming. They might need to elect a new chair in January; it would depend in part on whether the changes to the constitution and by-laws proposed by Dr. Mingus passed.

CARC: Professor Kelley Schukar said that the committee had met but had not elected a new chair. They would have to revise their letters to division chairs about assessment. However, the due date for assessments and plans was still October 31st. This was a deadline for plans for new programs, and if there was already a plan in place, the program would have assessments.

Professor Schukar had met with the Albuquerque office the previous week and talked about some new forms that would affect the assessment process. Ms. Julie Sanchez had an upcoming meeting with CARC, also to talk about the forms. Artifacts for programs were due on Dec. 15th and May 15th. Every single degree would need SLO's, and, if they could not find what they needed, they could contact Professor Schukar for help.

Dr. Mingus remarked that the Gallup campus had to work on assessment, and Professor Schukar agreed, saying that our compliance had fallen off after the pandemic.

Curricula Committee: Dr. Stone had no additional information to present.

Library Committee: Dr. Andrew McFeaters, the chair, said that the committee had met that day; they were putting together library events. New Native collections are being celebrated in November, and the library might invite some guest speakers about DEI issues. Antonio Reyna will be hosted at the library in honor of Hispanic Heritage Month, at 5 PM on October 5th. If anyone wanted to do a special lecture in October, they could tell Professor Chavez or Dr. McFeaters.

Dr. Mingus asked for a flyer about the music event, which Dr. McFeaters said would be sent out.

Strategic Planning Committee: Dr. Burke said that the committee members had received documents related to strategic planning. But nothing could be decided until Albuquerque could meet with Dr. Ezzell. Interested faculty could ask for the documents.

Distance Learning Committee: The DLC had had a meeting the day before, said Dr. Lanza. They would be looking at the online teaching evaluation; there was a draft on the committee webpage. It needed to be updated, and that would take a lot of time for the committee to prepare.

Adjunct Faculty Affairs Committee: Professor Kristi Wilson, the chair, said they would be meeting during the next week. They would be organizing an email to send out with resources for adjuncts, and Professor Wilson and Dr. Arun Muthaiyan were working on the adjunct email list.

UA-UNM, Faculty Union: Dr. Stevenson said there were no large events to report, but she did ask anyone with an interest in becoming a union rep to tell her. Gallup was entitled to two, one representing Unit 1 (full-time faculty) and one representing Unit 2 (adjunct faculty), but neither spot was filled.

INFORMATION

ANNOUNCEMENTS

VARIOUS

Dr. Mingus reminded the faculty of the Bowl for Kids event again, and asked for donations of either money or time as bowling team members.

Dr. Lassiter said she would be continuing her workshop series for online instructors the next week, and the workshop would be repeated on Tuesday for those who could not attend on Friday the 23rd.

Professor Wilson talked about the artist talk with Jerry Brown the night before; over 50 people had attended. She emphasized that it had been a great talk, and a great turnout. The Art Student Collective had rechartered and would be selling tickets for Monster Mash Cakewalks. This would raise money for events next semester. The events would be performed in costume; Professor Wilson urged faculty to participate.

Dr. Mingus said the Assembly would revert to Zoom if the hybrid meetings proved less well-attended in-person.

ACTION ITEM

ADJOURNMENT

I move to adjourn.

Motion: Carolyn Kuchera
Seconded: Yes

Vote: Unanimous
Motion Carried: Yes
Meeting adjourned at 1:17 PM, by Faculty Assembly President Dr. Matt Mingus.
Recorded by: Keri Stevenson, Faculty Assembly Secretary, on September 16 th , 2022

Appendix

Committee Rosters 2022-2023

Budget Review Committee (minimum of 3)

Bruce Gjeltema, Chair (FAHSS)

Sonya Damon (EHHS)

Cecille Perales (EHHS)

Jim Fisk (Library)

Constitution and By-Laws Committee (minimum 3)

Keri Stevenson, Chair (FAHSS)

Robert Encinio (BAT)

Hasani Jayasinghe (MPNS)

Teaching Excellence Committee (7 members)

Joe Kee (FAHSS)

Jacob Lacroix (EHHS)

Tom Kaus (MPNS)

Sarah Llanque (EHHS)

Arun Muthaiyan (MPNS)

Chad Smith (MPNS)

Antoinette Abeyta (MPNS)

College Assessment Review Committee (CARC) (minimum of 5)

Kelley Schukar, CARC Coordinator (EHHS)

Andrew McFeaters (FAHSS)

Elvira Martin (BAT)

Yi-Wen Huang (FAHSS)

Curricula Committee (7-9 members, at least one from each division)

Lora Stone, Chair (FAHSS)

Jonathan Lumibao, vice chair (EHHS)

Carmela Lanza (FAHSS)

Antoinette Abeyta (MPNS)
Beverly Begay (BAT)
Markos Chavez (Library)
Hasani Jayasinghe (MPNS)
Neysa Cox (EHHS)

Library Committee (6 members)

Andrew McFeaters, chair (FAHSS)
Robert Encinio (BAT)
Cecille Perales (EHHS)
Joe Kee (FAHSS)
Gayle Woodcock (EHHS)
LD Lovett (DEI)

Strategic Planning Committee (minimum of 5)

John Burke, Chair (MPNS)
Chris Chavez (BAT)
Chris Dyer (FAHSS)
Carolyn Kuchera (FAHSS)
Elroy Kinsel (BAT)

Distance Learning Committee (minimum of 5)

Carmela Lanza, Chair (FAHSS)
Elvira Martin (BAT)
Chris Dyer (FAHSS)
Tracy Lassiter, Online Development Coordinator (FAHSS)
Aretha Matt (FAHSS)
Roseanna McGinn (EHHS)
Jonathan Lumibao (EHHS)
Alok Dhital¹
Yi-Wen Huang (FAHSS)

Nominations Committee (3 members)

Tracy Lassiter
Neysa Cox

¹ Chair. Will no longer be eligible if changes to the Constitution are ratified.

Chad Smith

Adjunct Affairs Committee (minimum of 4)

Kristi Wilson, chair (FHASS)

Arun Muthaiyan (MPNS)

Casey Tom (BAT)

Elroy Kinsel (BAT)

Gayle Woodcock (EHHS)

Dana Aldis (FAHSS)*

Cortney Metzger (FAHSS)*

Carolene Whitman (FAHSS)*

Keegan Mackenzie-Chavez (CTE)*

Melissa Herrera (FAHSS)*

*= adjuncts may volunteer their time, but are not required to serve on committees

Proposed Changes to the UNM-Gallup Faculty Assembly Constitution

2022-2023 AY

Additions are highlighted in yellow.

~~The text of deletions is red and has been struck through.~~

1. Many, many grammatical changes were made for the sake of stylistic consistency and the correction of typos
 - a. The most controversial of these will probably be my widescale adoption of the Oxford comma
2. Division Chairs have been removed as voting members of the Assembly
3. References to “main campus” have been replaced with “Albuquerque campus”
4. A reference to the UNM-Gallup Community College Advisory Board as a body that has “authority” over actions taken by the Assembly has been removed
5. For the sake of consistency, language has been added to the By-Laws of **all committees** to include:
 - a. Reference to a required three-year absence from a committee after serving on that same committee for two consecutive three-year terms
 - b. Consistency regarding the election and term length of chairs (elected every two years and can serve two two-year terms)
6. Substantive changes to Nominations Committee:
 - a. Makes it clear that this committee also runs elections for Faculty Senators
 - b. Makes changes to better accommodate the reality of online elections and our discontinuation of in-person elections
 - c. Makes clear that a call for nominations will take place at least one month in advance of the election

7. Substantive changes to Operations Committee:
 - a. Will now include elected Faculty Senators
8. Substantive changes to Budget Review Committee:
 - a. None
9. Substantive changes to Curricula Committee:
 - a. None
10. Substantive changes to Strategic Planning Committee:
 - a. None
11. Substantive changes to Library Committee:
 - a. None
12. Substantive changes to Committee on Teaching Excellence:
 - a. Reduction in the number of required voting members, from seven to five [at request of the committee]
13. Substantive changes to Constitution & By-Laws Committee:
 - a. Makes it more clear that this committee reviews changes to the Constitution and not just the By-Laws
14. Substantive changes to CARC:
 - a. Makes it clear that assessment should be directly tied to the UNM Office of Assessment & Academic Program Review
15. Substantive changes to Adjunct Affairs Committee:
 - a. Makes it a bit more clear that all adjuncts (aside from their elected representatives) are welcome to serve as ex-officio members on this committee
16. Substantive changes to DLC:
 - a. None
17. Substantive changes to Assembly Operating Policies:
 - a. All references to Convocation Week are deleted; January and August meetings are now held the Friday “before classes begin”
 - b. Change in the percentage of faculty needed for quorum from 30% to 25%
18. It is now clearer that any revisions to the Constitution/By-Laws will be done through online balloting
 - a. Reference to required ratification by the Chancellor has been deleted
 - b. Reference to required signature from the UNM President has been deleted
 - c. Reference to required signature from the UNM Faculty President, and approval by UNM Faculty Senate, has been added