

2003/4

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, August 22, 2003, Gurley Hall B205-207**

The meeting was called to order at 12:30pm.

The Senate approved the minutes of the last meeting.

The President requested the Department Chairs introduce their new faculty.

The Secretary announced the meeting dates for the Faculty Senate and the Operations Committee for 2003-2004. A request was made to have those dates in written form. Please see attached. Any item for the Agenda must be submitted to the Secretary, Mary Snaden, on the Friday before the Faculty Senate. msnaden @gallup.unm.edu, msnaden @unm.edu, or mail box 80.

The Senate approved the courses brought by the Curriculum Committee. A motion was brought to the floor to utilize a less paper-wasteful way to inform the membership of changes to curriculum. In the future, the Curriculum Committee will put suggested changes in the library for people to view. A further suggestion was made for the documents to be placed on a website. The Senate approved the motion that less paper-wasteful means be employed in the future.

The President requested that all Department Chairs submit a list by Monday, September 15, 2003 of what committees their faculty members are serving on. He reminded them that full-time, tenure-track faculty are under contract to serve on two committees. A request was made for all the Faculty Senate Committee Chairs introduce themselves and announce their next meeting date. Not all the committees have determined a meeting date. The committee chairs were asked to send an all-faculty email announcing the next meeting of their committee. The Secretary will compile a list of all committees available for faculty to serve on.

Constitution and By Laws	Mike Volz
Curriculum	Kathy Larason
Ethics	Ken Roberts
Library Affairs	Robert Hoffman
Long Range Planning	Liz Gilbert
Political Affairs (working group)	Anthony Mansueto ?
Rank and Tenure	Gloria Dyc
Service Learning (working group)	Marianne Chischilly
Student Affairs	Mary Snaden
Teaching Excellence	Jeannie Welles

The President charged all the Faculty Senate Committees with revising their by laws. Any changes must be submitted to Mike Volz, Chair of Faculty Senate Constitution and By Laws Committee, before Friday, November 21, 2003. Proposed changes to the By Laws will be on the Agenda for the December 12, 2003 meeting.

The President briefly mentioned the Academic Team.

The Senate heard the report of the Director. She mentioned the Library renovations, Title III, the reinstatement of the Ambassadors, the potential creation of a Foundation, congratulated all

those who earned Tenure or Promotion, and announced that the Campus Council would meet in CH 119 due to a scheduling conflict.

The Senate heard the report of the Interim Dean. She mentioned that the SPC would be sending out applications for mini-grants, \$1500 max, in September. She reminded everyone that September 16, 2003 is UNM-G's 35th Anniversary and there will be an Open House. Finally, she told us that as of this morning, we had 18,000 credit hours.

The Senate heard the report from CASA.

The Senate heard the report from TRIO.

The Senate heard the report from Service Learning.

The Senate heard the report from the new Manager of the Zuni Campus.

Liz Gilbert reminded faculty that they could use their tuition remission to sign up for Open Rec and utilize the facilities at the gym.

The meeting adjourned at 2:00.

Submitted 22 August 2003

Mary Snaden
Secretary

Faculty Senate Meeting Dates for 2003/2004

Faculty Senate Meeting	Operations Committee Meeting	Last day to submit an Agenda item for the next Faculty Senate Meeting
August 22, 2003	August 18, 2003	August 15, 2003
September 19, 2003	September 8, 2003 September 15, 2003	September 12, 2003
October 17, 2003	October 6, 2003 October 13, 2003	October 10, 2003
November 21, 2003	November 3, 2003 November 17, 2003	November 14, 2003
December 12, 2003	December 1, 2003 December 8, 2003	December 5, 2003
January 16, 2004	January 12, 2004	January 9, 2004
February 20, 2004	February 2, 2004 February 16, 2004	February 13, 2004
March 19, 2004	March 1, 2004 March 15, 2004	March 12, 2004
April 16, 2004	April 5, 2004 April 12, 2004	April 9, 2004

As outlined in the Faculty Senate Constitution, the Faculty Senate will meet on the third Friday of the month at 12:00pm in Gurley Hall B205. The only exception is the December meeting has been moved to the 2nd week because it would have fallen during Final Exams week.

Operations Committee will meet the Monday preceding the Faculty Senate meeting and one Monday between. Items for the Faculty Senate Agenda should be sent to Mary Snaden, Faculty Senate Secretary. The last day to submit an agenda item will be the Friday before the Operations Committee meets prior to the Faculty Senate.

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mail box 80

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, September 19, 2003, Gurley Hall B205-207**

The meeting was called to order at 12:15pm.

The attendance is incorporated into these minutes. 41 of 72 voting members were present.

The President made four announcements:

1. Congratulations to everyone on having an excellent Open House celebration on September 16.
2. Kamala Sharma has received a NIH grant to promote faculty research at UNM-G.
3. Pam Stovall and Liz Gilbert have received a CDC grant for Diabetes Prevention.
4. Strategic Planning Committee will be meeting at 7:30am on 9/24 in CH 229 with Tim Karpov to continue discussions started last year.

The Senate approved the minutes of the last meeting.

The Senate approved the courses brought by the Curriculum Committee for the Certificate and Associates in Diabetes Prevention Specialist. Moved by Jim Sayers; Seconded by Teresa Wilkins; Approved unanimously. Curricula were available for review on reserve in the Library. This will be the new procedure for all future Curricula.

The Senate heard a report from Paula Watt, UNM-G faculty representative on UNM-A Handbook Review Committee. That committee plans to work on revising the Branch Campuses section of the Faculty Handbook this year. It will be meeting on September 30, 2003 at 3:00pm in Scholls Hall, Rm 100, UNM-A. The Senate appointed Paula Watt and Gloria Dyc as its representatives. The Senate feels that two main areas of focus should be Tenure at Branch Campuses, especially granting of tenure to Vocational Educators, and Grievances. Another point brought up was a standardization of branch campuses. One final question raised was what is the flow of the approval process. In other words, who will be approving the revisions? A suggestion was made to have a work group devised of members from all four branch campuses to discuss these revisions. The general consensus was this work group should be at Valencia Campus. Paula Watt invited anyone with any suggestions to email her: pwatt@gallup.unm.edu

The Senate appointed an ad hoc committee to discuss the role of the chairs: Paula Watt (chair), Gary Caplan, Ralph Casebolt, Gloria Dyc, Liz Gilbert, Bruce Gjeltma, Rick Krouth, Ann Sullivan. All present accepted the appointment. Two areas of concern raised in the senate were the evaluation of chairs and the idea of permanent chairs. This discussion went for 2.5 minutes over allotted time. This Ad Hoc committee is also being charged with reviewing the Proposed Department Reorganization and Assistant Dean position. Comments should be sent to the chair, Paula Watt, pwatt@gallup.unm.edu.

The Senate discussed the Campus Council Chart draft given to faculty during Faculty Development Week 2003. The President recommended that all of the administration areas be collapsed into one prong as the faculty has been. Concerns were raised that many people do not understand the Campus Council to be an information clearing house and view it as a decision making body. A suggestion was made for the decision making process on campus be clearly explained in writing. A copy of this chart is incorporated into these minutes.

The Acting Dean of Instruction discussed the proposed Department Reorganization. She reminded us that we are up for our NCA review in four years. Assessment is a key area that NCA will be reviewing. Additionally, 70% of our students are on financial aid. In the reorganization, there would be two assistant deans: one for administration and one for assessment. The Assistant Dean of Administration would handle the paperwork, which includes approving overloads and signing contracts for part-time faculty. The Assistant Dean of Assessment would work towards integrating our assessment approaches with the NCA goals/student outcomes. She stressed that the Dean of Instruction needs time to know the faculty. In terms of the Budgetary impacts, the reorganization is visualized as a five-year plan. With the permanent chairs being hired two at a time, starting with Social Sciences Department and the newly created Transitional Studies Department when it is formed. A copy of the reorganization chart is incorporated into these minutes.

The Acting Dean of Instruction discussed the Dean of Instruction Search. The following are members of the committee: Dr. Helen Zongolowicz (chair), Dr. Florentin Smarandache, Dr. Jeannie Welles, Kathy Head, Jim Sayers, La Verne Chischilly, Connie Casebolt, Jody Sowers, and Wyatt Stiger. A question was raised as to the appropriateness of the current Dean of Instruction being chair of and on the search committee for the Dean of Instruction. The Acting Dean of Instruction stated there is no conflict of interest in that she is not applying for the position and will go back to the position she left when she took on her current role—Assistant Dean. This led to a heated debate that caused us to go 9 minutes over the time allotted for this discussion. A position announcement is incorporated into these minutes.

The Senate unanimously passed the following resolution: The Faculty Senate resolves archival copies of the Annual State-Approved Budget and Annual Actuals be placed on reserve in our library as soon as possible on an annual basis.

The Senate brought to the Faculty Senate Budget Review Committee out of hiatus and appointed the following: Chris Chavez (chair), Kathy Head, and Ken Roberts. The FS Budget Review Committee will review budgetary items brought to the campus-wide Budget Planning Committee and report back to the Faculty Senate.

The Senate discussed the Faculty Senate Long Range Planning Committee. The FS Operations committee felt that the Chair of the FS Long Range Planning Committee should sit on the campus-wide Strategic Planning Committee. Jackie Weeks agreed to be a member of both committees and bring reports of SPC back to the Faculty Senate. This discussion went 7 minutes over allotted time.

The Senate heard the report from the UNM-A Curriculum Committee representative, Floyd Kezele. The newly elected chair of the committee is Jerome Hall. In Spring, all curriculum changes will occur online. Any curriculum changes will have to go through the Undergraduate Committee. This would include all core curricula. Mike Volz suggested we need a faculty member to attend the UNM-A Undergraduate Committee meetings on Thursday Mornings.

The Senate heard a report from the Secretary regarding the standing committees. The Faculty Senate website is operational: <http://www.gallup.unm.edu/~facsen>. Committee chairs are encouraged to send minutes/activity reports to the secretary to be posted on the website: msnaden@gallup.unm.edu. The Secretary reminded standing committees that proposed changes to their By-Laws need to be submitted by November 1st to Mike Volz, chair of the Constitution and By-Laws committee. Jeannie Welles made an announcement that the

Committee on Teaching Excellence would be meeting monthly on the 1st Monday. The Secretary also asked that all committee chairs please return an updated membership list.

The Senate heard the report of the Executive Director. She congratulated everyone on the success of the Open House/35th Anniversary celebration, Pam Stovall and Liz Gilbert on the Diabetes Prevention Grant, and Kamala Sharma for the NIH grant. She announced that we did not receive the Title III grant, but we will pursue it in the future. She also announced that the Tribes newest initiative is to have 500 secondary teachers. This would involve additional resources in the Extended University. She invited participation at SPC with Tim Karpov.

The Senate heard the report of the Interim Dean. She announced that Western New Mexico University has a BIA grant to aid in curricula development. She invited our faculty to consider this consultation. It would be for \$600/day plus mileage.

The Senate heard the report from the Faculty Committee on Student Affairs. The Chair briefly discussed the student complaint/grievance procedure. She reminded everyone that no one has the authority to take a complaint from a student except Student Services. She encouraged all chairs administrators and faculty to send students to Student Services when they are having problems with faculty, administrators, staff, or other students. She also reminded everyone that they could seek disciplinary action against a student, if they needed to. A copy of the student grievance procedure and student code of conduct is incorporated into these minutes.

The Senate hear an announcement regarding AAUP Campus Equity Week. Mary Snaden is hoping to host a forum for Adjunct/Contingent faculty to voice concerns during the last week in October. The idea of a pot-luck supper came up. Another suggestion was for the event to occur on a Friday evening so that none of the Adjunct faculty would be excluded.

Mary Anne Chischilly announced that the Ancient Way Festival would be October 2nd.

Jeannie Welles announced that the Children's Health Festival would be October 25th.

The meeting adjourned at 2:00.

Submitted September 28, 2003
Mary Snaden
Secretary

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, October 17, 2003, Gurley Hall B205-207**

The meeting was called to order at 12:10pm.

The attendance is incorporated into these minutes. 42 (including 9 proxy votes) of 72 voting members were present.

The President announced a change in the minutes. He added a report by the Political Affairs Working Group and announced that the Executive Director would make her report when she joined us.

The Senate approved the minutes of the last meeting.

The Senate did not hear the report of the Interim Dean because she was not in attendance.

The Senate approved the courses brought by the Curriculum Committee for the Associates degree in Early Childhood Multicultural Education. Curricula were available for review on reserve in the Library. A request was made for Curriculum Committee members to receive all proposed curricular changes four days to 1 week prior to Curriculum Committee meeting.

The Senate approved the Resolution on the Role of Department Chairs developed by the Ad Hoc committee. The Resolution is incorporated into these minutes. The Senate voted by ballot. Of the 30 ballots returned, 25 approved the Resolution and 5 disapproved.

The Senate unanimously approved the motion to constitute and charge a Handbook Committee. The charge of the Handbook Committee will be to collect and compile information regarding the Branch campus' policies from the applicable committees. The Handbook Committee cannot be responsible for writing policy and procedure which is the charge of another committee. For example, the Rank and Tenure will generate the policies and procedures particular to UNM-Gallup and the Handbook Committee will simply compile the information. A request was made for the agenda item to change from "Formulation of defacto" to "Collection of". The request is duly noted and changed. The President appointed Floyd Kezele as chair. Ken Roberts, Mike Volz, Connie Casebolt and Paula Watt all volunteered to be members of the Handbook Committee. They will elect a chair at their first meeting.

The Senate briefly discussed a revision to Campus Council chart that was given out as a draft by the Executive Director. Floyd Kezele envisioned a chart where the Campus Council surrounds the campus units rather than is the center of the campus units. While most felt this was a better representation, it failed to capture the complexities of channels of communication.

The Senate spent 30+ minutes discussing the Fall Break. A motion was made to table the discussion. 19 were against tabling the discussion, 7 were for tabling the discussion, and 3 abstained. A motion was made to return to the UNM-A calendar instead of the fall calendar currently in use at UNM-G. In other words, UNM-G would not take a holiday on Veterans Day or the day before Thanksgiving. Rather, UNM-G would mirror the Fall Break taken at UNM-A. 16 were in favor, 14 apposed, 7 abstained. The Parliamentarian said the motion failed due to the abstentions. Some argued that there was a clear majority in favor. The Parliamentarian will investigate Roberts Rules of Order.

The Senate heard the report from the Executive Director. She gave the Senate members a

copy of information she received at the Rural Community College Alliance. The Alliance felt the top five Issues facing Community Colleges are: 1) accountability, 2) assessment, 3) workforce development, 4) Developmental/Remedial English, and 5) K-12 relationships. Also high on their list was transition points between different levels of education, e.g., 12th grade to freshmen in college. She also gave the Senate members copies of a presentation from NMACC-CHE. She announced that the Local Board would be meeting on Wednesday, October 22, in the Director's Conference Room. The Executive Director's Handouts are incorporated into these minutes.

The Senate heard a report from the Political Affairs Working Group. Although initially the Senate moved to accept Resolutions 1 and 2, the Senate moved to table the discussion. A question arose as to the correctness and ability for the Senate to lobby. Jeanne Welles offered to investigate the policies and procedures regarding Political Activity. The Political Affairs Working Group's Resolution is incorporated into these minutes.

The meeting adjourned at 2:00.

Submitted (with changes) November 24, 2003

Mary Snaden
Secretary

Attendance at Faculty Senate on October 17, 2003

1 Balchunas	Charlotte	proxy
2 Brashear	Melody	
3 Buggie	Stephen	
4 Campbell	Marjorie	proxy
5 Casebolt	Ralph	
6 Casebolt	Connie	
7 Chischilly	Mary	proxy
8 Chischilly	Laverne	
9 Frick	Carol	proxy
10 Gilbert	Liz	
11 Harding	Karen	proxy
12 Hawkinson	Karen	
13 Head	Kathy	
14 Hoffman	Robert	
15 Hurlbut	Jene	
16 Jacobs	Donna	
17 Jarvis	Ann	
18 Kaus	Thomas	
19 Kezele	Floyd	
20 Khan	Muhammad	
21 Kline	Barbara	proxy
22 Krouth	Richard	
23 Larason	Kathy	proxy
24 Mansueto	Anthony	
25 Milligan	Carolyn	
26 Murphy	Gwen	
27 Pawlowski	Fran	proxy
28 Roberts	Ken	
29 Sayers	Jim	
30 Sharma	Kamala	
31 Sheski	Harry	
32 Smith	Norman	

33 Snaden	Mary	
34 St. Clair	Linda	proxy
35 Stahn	Elvira	
36 Stovall	Pamela	
37 Sullivan	Ann	
38 Volz	Michael	
39 Watt	Paula	
40 Welles	Jeannie	
41 Wilkins	Teresa	
42 Ziegler	Nancy	
Voting Members Present		42 out of 72
Attendance		58%

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, November 21, 2003, Gurley Hall B205-207**

The meeting was called to order at 12:00pm.

The attendance is incorporated into these minutes. 40 (including 12 proxy votes) of 72 voting members were present.

The Senate approved the minutes of the last meeting with changes.

The report of Interim Dean is incorporated into these minutes.

The Senate approved the courses brought by the Curriculum Committee for Health Information Technology. Curricula were available for review on reserve in the Library.

The Senate heard a report from the UNM-G representative to the UNM-A Curriculum Committee. The UNM-A Curriculum Committee is moving to have the "T" designator removed. More information will be forthcoming.

The Senate approved the proposed Department Reorganization brought forth by the Dean of Instruction with the following changes: Social Sciences remain Social Sciences (not Humanities), Arts & Letters remain Arts & Letters (not English and Communications & Journalism), and Navajo language remain a part of Arts & Letters. The climate of the Senate was very positive toward the creation of a Nursing Department and Transitional Studies department.

The Senate heard a report by Floyd Kezele regarding the President's and Provost's "Areas of Marked Distinction."

The Senate heard the report from the Executive Director. In her report, she mentioned the following: Title III grant proposal, Advisory Board, UNM-G Ambassadors, CHE proposal to take an additional 4% of tuition, a meeting of the Advisory Board where it invited the local school boards, and her annual Christmas party.

The Senate heard a report from the Parliamentarian regarding the vote on the Fall Break. The Senate decided that if less than half of the voting members present vote (either for or against) that the motion fails due to lack of interest. At present, the question of Fall Break has been dropped.

The Secretary brought up two issues regarding the Faculty Senate's meeting schedule. She moved to cancel the December 12 meeting. The Senate decided to hold a potluck end-of-semester party instead of a business meeting on December 12 at noon. The Secretary also noted that the April 16 meeting could be better if postponed to April 30. This item will be on the agenda for January 16.

The meeting adjourned at 1:00.

Submitted November 24, 2003

Mary Snaden
Secretary

Attendance at Faculty Senate on November 21, 2003

1	Balchunas	Charlotte	proxy to Ann Jarvis
2	Billops	Dianemarie	
3	Brashear	Melody	
4	Campbell	Marjorie	proxy to Kathy Head
5	Casebolt	Connie	
6	Casebolt	Ralph	

7	Chaplan	Gary	
8	Chischilly	Mary	proxy to LaVerne Chischilly
9	Chischilly	Laverne	
10	Cowles	Matthew	
11	Frick	Carol	
12	Gilbert	Elizabeth	proxy to Mary Snaden
13	Harding	Karen	
14	Hawkinson	Karen	
15	Head	Kathy	
16	Hoffman	Robert	
17	Hurlbut	Jene	proxy to Kathy Head
18	Jacobs	Donna	
19	Jarvis	Ann	
20	Khan	Muhammad	
21	Kaus	Thomas	
22	Kezele	Floyd	
23	Kline	Barbara	proxy to Karen Hawkinson
24	Larason	Katherine	
25	Mansueto	Anthony	proxy to Carol Frick
26	Milligan	Carolyn	
27	Pawlowski	Francis	proxy to Floyd Kezele
28	Sayers	James	
29	Sharma	Kamala	proxy to Kathy Larason
30	Sheski	Harry	
31	Smith	Norman	
32	Snaden	Mary	
33	St. Clair	Linda	proxy to Ann Sullivan
34	Stovall	Pamela	proxy to Mary Snaden
35	Sullivan	Ann	
36	Volz	Michael	
37	Wahid	Samir	
38	Watt	Paula	
39	Wilson	Mark	proxy to Ralph Casebolt
40	Zongolowicz	Helen	

Voting Members Present	40 out of 72 (12 proxy votes)
Attendance	56%

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, January 16, 2004, Gurley Hall B205-207**

The meeting was called to order at 12:00pm.

The Senate approved the minutes of the last meeting.

The Senate heard the report from the Interim Dean of Instruction. As of 1/16/04, UNM-G had 19,000 credit hours, not including CTE. The Dean search has seven bona fide candidates.

The President announced a change in the Operations Committee. Floyd Kezele is now the Vice President of the Faculty Senate. Paula Watt is still a member of the Operations Committee.

The Constitution and By-Laws committee requests that committee chairs submit proposed changes to the Faculty Senate Secretary by Friday, February 13, 2004.
msnaden@gallup.unm.edu.

The President announced that the UNM-A Curriculum Committee will still approve all curricular items from the branch campuses. The Undergraduate Committee will approve curricular changes for UNM-A only.

The Senate unanimously approved the Resolution on Topics Courses brought by the Operations Committee. The Resolution is incorporated into these minutes.

The Senate unanimously agreed to change the April Faculty Senate meeting to Friday, April 23, 2004 at 12:00.

The President requested the faculty consider running for a position on the Faculty Senate for 2004/2005.

The meeting adjourned at 12:50.

Submitted January 23, 2004
Mary Snaden
Secretary

Resolution Regarding Topics Classes at University of New Mexico, Gallup

Be it resolved that the Faculty of the University of New Mexico, Gallup hereby charges the Curriculum Committee of the Faculty Senate as follows:

1. Initiate a review of all Departments' procedures for implementation of "Topics Courses;"
2. Initiate a review of similarities and differences between Topics Courses "193" and "193" or other similar numbering systems by department;
3. Initiate a discussion of the advisability of Topics 093 courses offered within departments; solely by the Department of Transitional Studies of jointly between the "content" Department and the Department of Transitional Studies; and
4. Submit a report and/or recommended action by the April 2004 Faculty Senate Meeting.

**Meeting of the University of New Mexico-Gallup Faculty Senate
Noon, Friday, February 20, 2004, Gurley Hall B205-207**

The meeting was convened at 12:05 p.m. by President Robert Hoffman and a quorum was confirmed.

President Hoffman called upon Dr. Teresa Wilkins to present a Memorial Moment for our deceased colleague, Dr. Alyse Neundorf. Teresa's commentary was moving and afforded the faculty a personal as well as a professional perspective of Alyse. Dr. Steve Buggie offered several comments regarding Alyse's work as a cultural consultant including film credits. Jeannie Welles concluded with remarks regarding Alyse's breadth of knowledge and ability to enhance committee work at our University. Robert then asked for the Faculty to join in a moment of silence.

The minutes of the last meeting were approved upon the motion of Ann Sullivan and the second of Kathy Larason.

Dr. Zongolowicz offered the report of the Acting Dean for Instruction at 12:23 p.m. She stated that a Memorial Service for Dr. Alyse Neundorf would be held at the Neuman Center on main campus at noon on February 28, 2004.

Dr. Zongolowicz continued with her report by thanking the faculty for a 'good start' to the semester. She stated that we were near a 3% increase in enrollment which would see our funding increase by an additional \$250,000.00. We were urged to seek additional enrollment for the 2nd 8-week classes.

Dr. Zongolowicz moved to the Budget Committee matters and stated that we were originally to receive \$1,080,000. This was cut by 12.3% and there was an additional 4% credit for tuition.

Thus, UNM---Gallup is faced with a debit/credit of \$1.50, that is, they are taking credit for \$1.50 more in tuition than we actually charge. We will now be at \$737,300.00 with Department Requests totaling 2M+. The Budget Committee will have to revisit its work. The raise of 2% will happen. The hoped for 1% additional if department's could hold their expenses to last year's levels does not look possible now.

It appears that there are differing definitions as to what 'Full Funding for Education' means. It is apparent that we can not go back to ask for an additional tuition increase at this time as we would just be shooting ourselves in the foot. Again, we need to generate increased enrollment in the last 8-week classes.

Dr. Zongolowicz had two announcements. The first was that the often delayed Zuni Reception would be held on Monday, March 15, 2004. She also announced that she had to deal with a parent who was upset that a couple of faculty members did not submit Letters of Recommendation as promised and that her child had missed out on a scholarship. Dr. Zongolowicz indicated that a memo regarding Letters of Recommendation would be forthcoming from her office.

Dr. Zongolowicz concluded her report with comments regarding the Branch's 'Wish List---Capital Outlay---G.O. Bond of 1M' for next fall. That money would be used to expand the Health Services complex. We will however need to come up with a \$250,000.00 match. Additional planned projects become more iffy as they are extended out but they include child care (with a side note that rates had not been raised in 10 years) and dorms which are ancillary needs on off the radar for now.

At 12:40 p.m. Kathy Larason presented the report of the Curriculum Committee.

HCHS-193 Health Career Topics was to be changed to 1-9 from 1-3 possible hours. Ann Sullivan moved the acceptance of this course change and Samir Wahid seconded. It was approved unanimously.

Kathy then reported that we are in a catalog year and that we needed to synchronize or major curricular changes with its printing. The question of the 'online catalog' was raised. It was suggested that the Senate should pass a resolution calling for the 'online catalog'. It was clear from the discussion that the members felt that this should no longer be a 'volunteer' effort but that it must be structured and standardized. Further discussion ensued. It was finally suggested that the Operations Committee prepare a resolution for consideration at the March Faculty Senate Meeting regarding the issue of the 'online catalog,' with special emphasis on it, the web site and a position to maintain these services. It was stated after further discussion that it appeared that the faculty senate was becoming more proactive than reactive.

Miscellaneous actions ensued including the call for proxies; Floyd Kezele's report on activities of the UNM-A handbook committee; and, Floyd Kezele's report on the UNM-A curriculum Committee and the removal of 'T's' from UNM-G's courses. At 1:01 p.m. we were introduced to Jeff the Teaching Assistant from UNM-A who teaches afternoon sculpture classes on Fridays, but he had already left. It was also reported that Heather Houston holds a similar position with teaching duties on Saturday.

At 1:05 p.m. Laura Bentz announced to the faculty senate a planned Faculty/Staff Creative Works Exhibition currently planned for November 1—December 10, 2004. It would cover the period of Holiday Magic and allow for 'gift exhibits' to be removed in time for holiday gift-giving. Laura stated that she need volunteers to coordinate with the faculty. She called for the submission of art, manuscripts, writing, etc. Jeannie Welles announced, 'Ann Sullivan and I volunteer to help!' And, on that positive note, the meeting was adjourned at 1:09 p.m.

Submitted March 17, 2004
Floyd Kezele
Vice President

University of New Mexico, Gallup

Meeting of the Faculty Senate

Friday, March 19, 2004, Gurley Hall B207

The meeting was convened at 12:10 p.m. by President Robert Hoffman and a quorum was confirmed. Attendance is included below.

The President announced three changes to the Agenda. 1) Helping hands, 2) student referendum, 3) teacher of the year.

Before the minutes were approved, President Hoffman mentioned the up-coming student referendum regarding the funding of the Campus Voice and asked the faculty to encourage their students to vote. The referendum should happen sometime before the Spring Break so as not to conflict with the upcoming student elections for Student Senate.

President Hoffman mentioned the Outstanding Teacher of the Year award. The faculty recommended that this discussion be tabled to the next Faculty Senate so it could be placed on the agenda as a discussion/action item. As time is running short in the Spring 2004 semester, a further suggestion was made for the proposed procedure for selection of the Outstanding Teacher of the Year be sent out to all the faculty to be approved via a ballot vote.

At 12:23, the minutes of the Faculty Senate on February 20, 2004 were approved. Moved by Mike Volz, seconded by Ann Sullivan, approved unanimously.

At 12:24, Dr. Helen Zongolowicz, Interim Dean of Instruction, gave the Dean's report and the Executive Director's report. A copy of the report is attached. Her reports included the following items:

1. The dean discussed a recent campus visit.
2. The legislature has approved a 2% faculty raise (which would also mean a 1.3% raise in benefits cost picked up by UNM). As NMSU may be offering a 4% raise to its faculty, UNM may be doing the same. The dean requested two volunteers from UNM-Gallup to attend President Caldera's budget summit on April 1, 2004.
3. The dean discussed tuition concerns. As of this semester, UNM-G charges \$41.00 per credit hour and the CHE takes credit for \$42.64, leaving a \$1.64 deficit per credit hour. The dean urges the faculty to help educate the legislators on how our funding works and how they can help us.
4. The Dean of Instruction search committee has identified four candidates. The candidates for the Dean's position will be on campus starting March 31, 2004. Their documents will be available starting Monday, March 22, 2004 in the following four locations: Zollinger Library, Director's office, Dean's office, and Health Careers.
5. The dean reminded everyone of the upcoming HVAC renovations in the older part of

Calvin Hall. She asked for faculty will not be using their offices this summer to donate them to those who will be displaced by the renovations. This will include the Extended University and the Dean of Instruction.

6. The dean mentioned the bids for the renovation of Calvin Hall and the GO Bond for \$750,000.
7. The dean mentioned the plans for the Library Basement which will house the newly formed Transitional Studies Department.

The four candidates for Dean of Instruction and on-campus visit dates:

March 31-April 2	Dr. John Gannon	Berkeley, California
April 14-16	Dr. William Kennedy	Houghton, Michigan
April 28-30	Dr. Christine Marlow	Las Cruces, New Mexico
May 3-5	Dr. Amin Sarkar	Milledgeville, Georgia

At 12:40, the senate heard the report from the Curriculum Committee. The senate voted to approve HCHS 100 pending the number of the course be determined.

At 12:44, Floyd Kezele gave a report from the UNM-A Curriculum Committee. The committee is working on standardizing the core curriculum between the branches and main campus, a procedure for the remove of "T" on technical courses so they can transfer, and an articulation of UNM-G and Albuquerque TVI courses with UNM-A.

At 12:50, Anthony Mansueto gave a report from Political Affairs Workgroup and shared a copy of the email response from the University Attorney regarding Faculty Senate resolutions. Jeanne Welles expressed concern regarding wording of resolutions coming from Faculty Senate to legislators. In the near future, state legislators will be visiting UNM-G. The faculty will host some activities with the legislators.

At 12:51, the senate passed the Resolution regarding the UNM-G Online Catalog and Website. Moved by Mike Volz, 2nd by Kathy Larason, passed unanimously.

At 12:57, Mike Volz gave a report from the Constitution and By-Laws committee. He moved to table discussion on the propose changes to the Constitution and By-Laws to August 2004. That will give the committee time to compile the proposes and present it to the senate. The motion passed unanimously.

At 12:59, the President requested the Dean provide a salary matrix to the faculty at the next Faculty Senate. As an addition, the Secretary mentioned holding an open forum to discuss faculty salaries and inviting Hugh Witemeyer, UNM AAUP chapter president, to be present. Jeanne Welles objected to mentioning this in the Faculty Senate stating it was not an appropriate topic for the senate. The topic was dropped.

At 1:00, the Secretary requested that the faculty complete the committee membership form by

April 16, 2004. The Senate will confirm the committee memberships at the April 23, 2004 meeting.

At 1:07, Norm Smith gave a report from the Nominations Committee. He requested the faculty complete and return the Nominations Form by April 16, 2004 to himself, Pamela Stovall, or LaVerne Chischilly. Please remember to have the person's consent before nominating him/her. Nominations can be made for Faculty Senate President, Vice President, Secretary, three members of the Operations Committee, and three members of the Nominations Committee.

At 1:09, Floyd Kezele suggested UNM-G could sponsor a competition in the upcoming blood drive (first week of May). The competition could be inter-departmental or between UNM-G and the area schools. He also mentioned the Circle K Dictionary Drive and Spaghetti Dinner (the proceeds of which will go to the Spaghetti Dinner).

At 1:14, Jackie Weeks shared her student's service learning project called "Helping Hands." "Helping Hands" is a resource directory. The mini-grant paid for the printing of 500 copies, which she hopes to get into the hands of the students. A link to a copy of the resource directory is included on the UNM-G Faculty Senate Website--called "Helping Hands."

The Senate adjourned at 1:15.

After the senate adjourned, those who remained heard an information session on Project LINK by Laurie Schatzberg, Associate Professor of Management Information Systems, Faculty Representative for UNM Project LINK, and Assistant Academic Vice President for MIS. The financial part of UNM Project LINK will go live in July. The parts affecting faculty more directly will go live starting in Fall 2005.

Submitted on March 23, 2004
by Mary Snaden
Secretary

Present

- Rosemary Anslow
- Charlotte Balchunas (proxy)
- Ralph Casebolt
- Matt Cowles
- Carol Frick
- Robert Hoffman
- Tom Kaus
- Floyd Kezele

- Kathy Larason
- Anthony Mansueto
- Carolyn Milligan
- Jim Sayers
- Kamala Sharma
- Norm Smith
- Mary Snaden
- Linda St. Clair
- Ann Sullivan
- Mike Volz
- Samir Sahid
- Jackie Weeks
- Jeannie Welles
- Helen Zongolowicz

University of New Mexico, Gallup

Meeting of the Faculty Senate

Friday, April 23, 2004, Gurley Hall B207

The meeting was convened at 12:08 p.m. by President Robert Hoffman and a quorum was confirmed. Attendance is included below.

The Nominations Committee wrote the names of those nominated on the board. No one had accepted the nomination for Secretary. The committee requested that people consider their votes during the Senate.

At 12:10, the minutes of the Faculty Senate on March 17, 2004 were approved.

At 12:12, Dr. Helen Zongolowicz, Interim Dean of Instruction, gave the Dean's report. Her report included the following reminders:

Wednesday, April 28 is the Faculty/Staff Awards Breakfast.

Dr. Christine Marlow, candidate for Dean of Instruction, will visit the campus next week.

May 10th, at 9:30am CCTE in UNM-G gymnasium.

UNM-G Spring Commencement ceremonies will be May 13, 2004 at 6:00pm in the Gallup High School gymnasium.

At 12:14, the senate heard the report of the April 1, 2004 Budget Summit at UNM-A by one of the attendees Laura Bentz. Items of interest: no administrators from the Branch Campuses were present at the Summit, there was no space at the table for Branch Campus attendees, and only 2% of UNM's budget is for the Branch Campuses.

At 12:19, Farhad Javaheripour, Director of Business Operations, gave a report of the Budget Planning Committee. Kathy Head, member of both Budget Planning Committee and FS Budget Review Committee, suggested that the faculty be more active in the budget process. In brief, UNM-G's recurring expenses are above its recurring revenue. The Committee has two recommendations to work towards a solution to this problem: 1) fix the base first, meaning "carry forwards" need to be considered as one-time monies, and 2) look at program review as an area where monies can be reallocated from one budget to another. Mr. Javaheripour discussed the budget at length. In another venue, the committee had suggested centralizing all departments computer budgets under Information Technology. This suggestion sparked great debate including the legitimacy of SPC decisions since it does not use Robert's Rules of Order and does not take votes. Although the budget which will be sent to Santa Fe will have all the 3100 and 3500 line items removed from individual departments, Mr. Javaheripour assured the faculty that this decision has not be finalized.

At 1:15, Jim Blackshear, Director of Information Technology, gave the report from the (TADE) Technology and Distance Education Committee for Curt Connolly, Chair of TADE. TADE is recommending an IT Procurement Policy (attached). This Policy will take effect immediately and be piloted for one year with a "sunset" clause. In brief, all technology purchases must be

approved through IT and can no longer be made with "P-cards." All 3500 lines will stay in department's budgets, although they will be cut. Mr. Blackshear announced that TADE will be meeting throughout the summer and encouraged all faculty who wanted to be involved to attend. The next meeting of TADE will be May 5, at 10:30am in CH 119.

At 1:30, the senate heard the report of the Curriculum Committee from Kathy Larason, chair. The curricular changes were moved, seconded and approved. Four programs have been reviewed and approved so far: CASA, EPT, Human Services and Dental Assistant. Jim Sayers recommended that the minutes from Curriculum Committee be sent to the Operations Committee for distribution to the faculty. The Secretary reminded everyone that reports/minutes from all Faculty Senate Committees are meant to be sent to the Operations Committee.

At 1:37, the President, Robert Hoffman, mentioned that Dr. Val Shirley, Instructor of Mathematics, is retiring this semester.

At 1:38, the Nominations Committee took over the meeting. Both Mary Snaden and Jeannie Welles had been nominated for the office of President. Jeannie Welles announced that she wished to withdraw her nomination. Mary Snaden asked if Ms. Welles would accept the nomination for Vice President. Ms. Welles said she would volunteer to be nominated for Secretary. Jim Sayers nominated Gary Caplan for Vice President and Mr. Caplan accepted the nomination. All of the officers ran unopposed. The Faculty Senate unanimously voted to accept the nominated officers and Nominations Committee for 2004/5. The new officers are as follows. They took office at the end of the meeting.

President: Mary Snaden

Vice President: Gary Caplan

Secretary: Jeannie Welles

At-Large Members of Operations Committee: Mike Volz, Florentin Smarandache,
Kathy Head

Nominations Committee: Ken Roberts, Pamela Stovall, Connie Casebolt

The Senate adjourned at 1:45.

Submitted on April 30, 2004

by Mary Snaden

President

Present

Rosemary Anslow, Charlotte Balchunas (proxy), Melody Brashear, Gary Caplan, Ralph Casebolt, Bruce Gjeltema, Karen Hawkinson, Kathy Head, Robert Hoffman, Jean Hurlbut, Ann Jarvis, Tom Kaus, M.K. Khan, Floyd Kezele, Kathy Larason, Anthony Mansueto, Carolyn Milligan, Gwen Murphy, Fran Pawlowski (proxy), Jim Sayers, Norm Smith, Mary Snaden, Linda St. Clair, Pamela Stovall, Ann Sullivan, Mike Volz, Jeannie Welles, Helen Zongolowicz