Begin file for
AY Aug 2008 - May 2009
UNMG FS Meeting
Agendas & Minutes

Missing: Agendas & Minutes
For
August 2008
January (minutes) 2009
February 2009
March 2009
April 2009
UNM-Gallup Faculty Senate Agenda
September 19, 2008

1) Call meeting to order  
2) Approval of August minutes  
3) Approval of Agenda  
4) Report from Faculty Senate President - Ken Roberts  
   Payments to Beth Miller  
5) Report from Dean of Instruction - Chris Marlow  
6) Long-term Lecturer contracts - Donna Jacobs  
   5 min.  
7) Approval of updated Faculty Handbook - Jean Welles  
8) Chairs' report on elected  
   Department Committee Members  
9) Report from Executive Director - Barry Cooney  
10) Committee Reports  
11) Building Committee Report - Chris Chavez  
    5 min.  
12) SPC Campus Goals - Jim Sayers  
    10 min.  
13) Other  
14) Adjournment

New Budget director

Tony Major

Director of Business Operations
FACULTY SENATE MEETING MINUTES
September 19, 2008
UNM - Gallup
transcribed by Paula Muir Watt

Call meeting to order
Approval of August minutes
   Helen Zongolowicz - 7% graduation rate seems low - plz check
Approval of amended minutes
Approval of agenda
   some last minute alterations
   introduction of new Budget Director
   Robert Hoffman - Oct. 3 retreat
Approval of amended agenda
Report from Ken Roberts
   Local Board unaware of payments to Beth Miller
   Richard Holder made decision as Interim Executive Director
      maybe only 1 year of payments
      we may need to accept
      we should keep vigilant that it is only 1 year
   Teresa Wilkins - local board approved draft budget, not final one
   Robert Hoffman - 2 tasks, hiring director and approval of budget
   Helen Zongolowicz - complex and truncated budget process last yr -
      only 1 page, we need to start process early
   Chris Marlow - David Schmidly, upper administration involved in decision
   Ken Roberts - done deal, but inappropriate
      show of hands – in favor of being vigilant in future w/o further action now -
      unanimous (w/ abstentions!)

Report from Dean of Instruction - Chris Marlow
   Deadlines:
      Assessment practices, plans, reports for programs and departments
      infrastructure for assessment becoming established this year
   Implementation of mandatory placement
      some problems with advising
   Work plan for training and development consultant
      handout of Coleen Arviso's work plan
e-learning classes
   policies and procedures for e-learning
   faculty-chair agreements and evaluations
   SPC, revised draft to chairs, then to Faculty Senate
different divisions submit recommendations
   prioritizing, budget consequences

Report on Long-Term Lecturer Contracts - Donna Jacobs
   proposal developed for non-tenure track faculty
given to handbook committee
wanted changes/additions to UNM-G Faculty Handbook
initiated to protect long-term non-tenure track faculty
no recourse after non-renewal, questions about rights, process of appeal
Richard Holder indicated main campus handbook (Red Book) requires:
Notification to employee of non-renewal Dec. 15 if non-renewal
No reason be given for non-renewal
renewal/nonrenewal is the discretion of the University
there is no appeal process
Non-tenure track faculty held a meeting to change our handbook in Spring
Jeannie Welles indicated some changes must be made by Univ. council, EEOC
Donna Jacobs felt she did not get adequate information in a timely mancr about
problems with altering the handbook
distributed handout that indicated about 2/3 of our faculty is tenure-track, 1/3 not
w/ part-time faculty included, ratios change to only ¼ faculty are tenure track
concerned that our handbook is only protecting tenure-track faculty
Jeannie Welles - proposal occurred at the end of Spring semester
Changes to our handbook can include only items that differ from main campus
no additions
additions would affect other campuses
lecturer concerns is a hiring issue, so topic for EEOC
Donna Jacobs - our non-tenure track faculty very different than those on main-campus
Ken Roberts - concerns are valid, real, but our handbook cannot contradict main campus

Faculty Handbook - Jeannie Welles
motion to accept handbook w/ removal of our modification of duties,
election/evaluation of chairs, (retain C-40 in Big Red)
length of service can be 3 yrs
Jeannie Welles - withdraws motion, faculty want discussion
Jeannie Welles - motion to remove A1.9 from draft
second
no discussion
motion passes
Jeannie Welles - motion to accept UNM-G Handbook
Ken Roberts – would like to change mandatory training for faculty grievances
second
lots of discussion
Robert Hoffman - liability issue?
Pamela Stovall - reason for restrictive policy
training important to handle grievances well
Floyd Kezele - what about on-line training?
Ralph Casebolt - are these issues handled by Ethics Committee?
Jeannie Welles - no way to address dispute resolution for Faculty in handbook
Helen Zongolowicz - Richard Holder wanted grievances committee besides
ethics committee
Ken Roberts - removes motion!

Ken Robert - break to introduce Tony Major
Tony Major - new director of Business Operations
from U of A, worked in public & private sectors

Teresa Wilkins - concerned about contradictions in document
need resolution before approving handbook
e.g. criteria for annual evaluations, ranking of criteria
need to make exceptions for higher-rank faculty evaluating lower-rank
Jeannie Welles - order, teaching primary, service second, personal characteristics last, then consideration of professional development but varies with position.
Pamela Stovall - shares concern about change of order in items considered for evaluation, change of professional development, motion to table handbook
Jeannie Welles - agrees we need extensive discussions
Ken Roberts- need a separate committee meeting on the handbook
Jeannie Welles - plz e-mail her w/ concerns, changes

Barry Cooney:
introduces Robert Hoffman
Faculty/Staff Strategic Partnering Initiative
Robert Hoffman
meeting for staff and faculty on Oct. 3
satisfied/dissatisfied by life at UNM-G
how can we better our professional lives at UNM-G
new name- UNM-G Faculty/Staff Conversation
plz register
Barry Cooney
Campus Conversation in past may have been unproductive, not his intention
parallel efforts to initiate strategic plan
thx to executive mgmt team
thx to Ron Petronovich, worked on refurbishing a new welding lab
thx to Paul Kraft improve quality of interaction w/ students
work w/ advisement, transitional studies
move to truly improve customer orientation of IT, responsiveness to problems
thx to Chris Marlow for improving accountability of chairs/faculty members
task force led by Ann Jarvis meeting w/ superintendent of McKinley county schools, how can our campus partner more effectively w/ school system
Ann Jarvis came up w/ some action plans, collaborative projects
UNM-G website is currently being revamped, updated, new web design
intention to hire to maintain site, additional links
need better set up for grants, grant identification, eligibility, etc.
position of grant writer eliminated
art project for student competition on large panels for commons in Gurley Hall
student stipends will be available for these art students
interim status - new hires at UNM-A, so far no recruitment for new director
advisory board meeting on Sept. 24 on how to get process started
dialogue, collaborate, need to focus on integrity of programs that transfer
need to improve availability and viability of:
vo-tech fields, allied health care areas
Jeannie Welles - concerns about the # of Friday classes cancelled

Ken Roberts - committee chairs plz report on your committee memberships
Robert Hoffman - Vickie Kraft available to distribute drafts of current Strategic Plan
Ken Roberts - motion to adjourn

Faculty in attendance:
Chad Adelhardt
Melody Brashear
Stephen Buggie
Caleb Bush
Liz Bush
Marji Campbell
Connie Casebolt
Ralph Casebolt
Chris Chavez
Laverne Chischilly
Gloria Dyc
Sabrina Ezzell
Carol Frick
Gienda Friend
Bruce Gjeltema
Loretta Gonzales
Karen Hawkinson
Kathy Head
Rachel Hewett-Beah
Robert Hoffman
Donna Jacob
Tom Kaus
Floyd Kezele
Dave Kelley
Rick Krouth
Mike Landers
Kathy Larason
Melanie Moynan-Smith
Chris Platero
Ken Roberts
Kamala Sharma
Lilia Smarandache
Rachael Stewart
Pamela Stovall
Paula Watt
Jeannie Welles
Teresa Wilkins
Joahn Zimmerman
Helen Zongologwicz
1) Call meeting to order
2) Approval of September minutes
3) Approval of Agenda
4) Report from Faculty Senate President
   Ken Roberts
5) Report from Executive Director
   Barry Cooney
6) Report from Dean of Instruction
   Chris Marlow
7) Curriculum Committee
   Bruce Gjeltema
8) Faculty Handbook
   Jeannie Welles
9) Committee Reports
10) Building Committee Report
    Chris Chavez  5 min.
11) Other
12) Adjournment
Call Meeting to order
Approval of minutes
Approval of Agenda
Jim Sayers wanted to add an action item to approve the campus goals.
Helen Zongolowicz reminded senate any action items must be on the agenda before the meeting.
Jim Sayers asked the vote be placed on the agenda for the November Meeting.

Report from the Faculty Senate President
Ken Roberts indicated he had no specific report, but announced the increased funding made available for students to paint large panels with a theme of "Landscape of the Southwest".

Opened discussion to any comments/concerns of the faculty.
Jeannie Welles expressed a desire to remain affiliated with UNM.
Connie Casebolt reminded members the our benefits could be at risk if we altered our association.
Jim Sayers mentioned that the association my benefit faculty and staff, but wasn't convinced it was best for our students.
Helen Zongolowicz mentioned the award won by the son of one of our members, Irene Den-Blaker that was announced in the Gallup Independent.
Paula Muir Watt expressed concern about the article in the Albuquerque Journal outlining positions apparently created or filled at the main campus by family or close friends of President Schmidly.

Report from the Interim Executive Director
Barry Cooney reported that the turn out for the Campus Conversation was high, about 148 participants and thanked members of the task force that helped put it together (Robert Hoffman, Era Green, Floyd Kezele and Bernadette Fontenelle). They will continue to collect data from the meeting and follow up on suggestions so they can be incorporated into the Strategic Plan.
Several initiatives are underway including:
A survey on the computer literacy our students. This will help us track and advise incoming students.
Creation of the Office of Grants and Research to provide better accuracy, consistency and oversight on what grants are available and following protocol.
Barry Cooney indicated his contract has been renewed for another year, as of October 1, 2008, and it may need to be extended beyond that timeframe. However, a meeting with the local board is planned in order to initiate the search for a new permanent director.
Paula Muir Watt expressed concern that UNM-G faculty may not have adequate time to pursue grants as a reliable alternative source of funding for the college. Barry Cooney recognized the problem, but indicated that this was one of many problems needed to be addressed at the university.

Bruce Gjeltema brought an action item from the Curriculum Committee for approval of a Hospitality Certificate, which was unanimously approved.

Jeannie Wells brought the UNM-Gallup Faculty Handbook to the senate for approval. She indicated that she included and would briefly outline only items that differed from the main campus handbook “Big Red”. She asked that each section be voted on separately, then the handbook as a whole. Section A contained only changes to the vision statement, core values, and the Faculty Senate Committees and departments. Section A was approved unanimously.

Section B contained mostly procedural changes, including the Technical Tenure Track rank and on tenure rank guidelines for promotion, differences in the description for Lecturers, the procedures for faculty review, separation of rank and tenure in the 5 year, preparation of dossier, and a change in non-tenure track faculty with inclusion of the Faculty-Chair agreement. Section B was approved with 3 abstentions.

Section C needed changes with regard to academic load and the addition of a grievance procedure for faculty, as requested by the main campus. Section C was approved unanimously.

Sections D, E and F were presented with no changes, and approved.

The UNM-G Faculty Handbook as a whole was presented for approval. One proxy vote against approval, all others approve.

The UNM-G Faculty Handbook is approved.

Please refer to the attached copy of the draft Faculty Handbook with any questions.

Chris Chávez provided an update on the Building Committee, indicated that the site had been selected and they were meeting with the architects and planning the needed improved energy efficiency for the building.

Kamala Sharma announced that Rank and Tenure developed and issued guideline packages for Code 3 and Code 6 and provided question and answer time for candidates. She also announced progress of Bridges students at NMSU.

Meeting adjourned.
Approval of Minutes

Agenda

Report from the Faculty Senate President  Teresa Wilkins  Information
Report by the Interim Executive Director  Barry Cooney  Information
Report by the Dean of Instruction  Chris Marlow  Information
E-learning Policy and Procedure  Caleb Bosh  Action
Approval of the Strategic Plan  Jim Sayers  Action  Robert Hoffman
Draft of new policy on Release Time  Bruce Gjeltema  Action
Reorganization  Teresa Wilkins  Discussion  (20 min)
Report from Committees
Other
Adjournment
Minutes approved
Bruce Gjeltema requests adjustment of agenda to address curriculum committee action items
Modified agenda approved – action items will be included in committee reports

Report from Vice President - Teresa Wilkins
progress on new biding, met w/ architects, take care of programming, traffic patterns, usage, energy requirements
reminds dept chairs to review committee membership, term limits & charges in keeping w/ constitution & by-laws
ops committee will make task force to review memberships, overlap in committees
old files from library basement now in faculty senate office, task force will review these files

Report from Interim Executive Director – Barry Cooney
Office of Grants & Research getting established, grants services in near future
Cost saving initiative remains current, won’t affect new building
Computer literacy task force - develop assessment tool for new entering students & give them training, needed to look at admissions process, make it more user friendly, remove bottlenecks, improve student experience, need more trained people for efficient flow for students, give skills to take Compass test
Campus conversation - meet w/ task force, “conversation” items already underway
Robert Hoffman - visiting depts., organization units, will continue
Structural realignment (reorganization)
met w/ Helen Zongelowicz, need to clarify
realignment not linked to cost cutting
no jobs will be eliminated
no designated plan
We need to develop new ideas, concepts, internal processes, spread info more quickly
Administration won’t micro-manage realignment
Plan should come from faculty
Hope to make career advancement available for administrative assistants
Questions?
Donna Jacobs – currently there is no fixed idea on how this might happen now?
Barry Cooney - no
Carol Frick – is there a time table?
Barry Cooney - no, need to avoid make process political or emphasis personal agenda
Norman Smith - NM state budget concerns, what future cutbacks might occur?
Barry Cooney - doubts cutbacks will impact UNM-G, 10% cost savings appropriate for now, in addition, looking at saving energy by looking at space use, will let us know if something changes
Caleb Bush - sidewalks & stairs in disrepair, might be dangerous, can we make repairs?
Barry Cooney - let Ron Petronovich know of any problems, we’ll fix dangerous areas
Teresa Wilkins - building appropriation will look at long-term repairs also
Barry Cooney - concerns about student transportation, especially in the winter
asked Paul Kraft to check out transportation issues, car pooling, list of rides to specific places

Report from Dean of Instruction - Chris Marlow
Thanks Assessment Committee, program assessments in place, soon will be implemented
Thanks Curriculum Committee for cleaning up of old programs, getting new ones going
Thanks Paul Kraft for developing new policies & procedures for advising
Asks faculty to talk w/ Robert Hoffman about action projects, give him your comments
Navajo Nation & Zuni Pueblo are conducting or planning Talking Circles,
   community conversations will help us understanding important initiative to partner

E-learning Policy & Procedure - Caleb Bush
Long time in the making, Coleen Arviso did excellent job, input from lots of people
Living document, can & will change, current all time high in faculty using computer technology
Bruce Gjeltema - exemplary collection of policy, model for process & product
Carol Frick - we need to have policies in place quickly
Caleb Bush – especially for those instructors teaching on line
Motion to accept e-learning processes & policies
Passed by vote of acclamation unanimously

Approval of Strategic Plan - Robert Hoffman
This plan is a work in progress, it contains an environmental scan looking ahead 1 - 3 yrs,
   It contains a mission & vision statement, measurable markers towards vision,
campus/division/dept/person place & keeps out material that is in the plan, guides decision
making, informs budget process, contains keep performance indicators,
Helen Zongolowicz – concerns about dates & preparation of documents, e.g. goal 3 has a
deadline of July, 2008, may need to be updated
   has dual enrollment been in place long enough to evaluate it?
Robert Hoffman – dual enrollment has been in place at least 3 semesters, so there is enough
data to evaluate
Helen Zongolowicz – the mission statement focuses on success for Native American
   students, we may want to focus on success for all our students
Loretta Gonzales – agrees that the wording might need modification
Robert Hoffman - used KPIs to help construct plan, may want to alter mission statement
Motion to accept Strategic Plan w/ modification of the mission statement
Passed by vote of acclamation
1 abstention

New Policy for Release Time - Bruce Gjeltema
New policy clarifies how release time is granted,
   awards release time as part of expectation for staff members, professional development,
      administrative tasks, office hours, service, class time,
   process allows tenure track 1 3-hr release time during 5 yr probation period
      allows post-tenure track faculty to apply for release time for administrative work, professional
         development & service,
   release time for those who get grants that help UNM-G,
Helen Zongolowicz – is there a cap on number of requests?
Bruce Gjeltema - might need to schedule them b/c of budget concerns, but everyone will have
   the right to apply
Chris Marlow - might need to consider each semester/year b/c of budget, but don’t want
   specific cap
Donna Jacobs – can non-tenure faculty apply for release time for grants?
Bruce Gjeltema - All faculty can get release time for professional development service & grants
Chad Adelhardt – can release time beyond the 1 3-hr release during the 5 yr probation for
   different projects?
Bruce Gjeltema - Release time will be considered separately for each activity
Donna Jacobs - can we expect release time if we procure a grant?
Chris Marlow – this can vary with the grant, in some grants there is a provision for funding to
   buy out faculty time, if possible, write in release time for administration of grant
Ralph Casebolt – do faculty need to apply, & will release funds be used to buy out faculty if
their course doesn’t make?

Bruce Gjetema – part of the plan for the new Release Policy is to avoid this, & to make
release time more focused on grants & other duties for the campus

Motion on release time policy
Passed by vote by acclimation
1 opposed
1 abstention

Discussion on reorganization or structural realignment - Teresa Wilkins
Connie Casebolt – asks Barry Cooney what is meant by strategic placement or realignment?
Barry Cooney – it means exploring alternative learning methods, aligning the best individuals for
these discussions, learning communities, forming a plan to improve learning, improving
efficiency of reportage, we need competent people in charge of a division and faculty should
be engaged in identifying best faculty

Robert Hoffman – reorganization used to seem like a threat, I felt pressured to meet the goal of
reorganization, now more like an invitation, how can we restructure to accomplish our jobs

Jack Crowl - Sequence of events could be important here
Barry Cooney - parallelism, one discussion prompts another, focused towards our challenges
Norman Smith - disorganization, think about how to keep our programs viable, makes people
nervous, will this work for our work force, start w/ modification rather than something major
Ralph Casebolt - any study organization we have?, can we identify need for reorganization
Barry Cooney - university is dysfunction, academics don’t understand how inefficient they are,
impaired bureaucracy, realignment necessary
Ralph Casebolt - identify problems, is it instructional?
Barry Cooney - can’t hold instructors responsible, structure of faculty rights inhibits holding
faculty for poor performance
Ralph Casebolt - but would reorganization help that?
Barry Cooney - might help w/ instruction, funding formula emphasizes FTE, private institutions
can set up stds
Paula Watt - dysfunction related to administration not to faculty, private sector also can be
dysfunctional
Barry Cooney - overall impressed w/ teaching & staff, need faculty to help address critical
issues, standards for performance

Committee Reports
Bruce Gjetema - Curriculum Committee action items
2 items need approval from the senate
  certificate of Green Building Technology
  changes in Health Careers curriculum, removing/closing some programs related to
reorganization of physical education program, lack of enrollment
  eliminating AA in Health Careers/Health Service, AA in Substance Abuse &
  Certificate in Substance Abuse Counseling, Diabetes Prevention, Medical Office
  Assistant, Professional Physical Education

Move to support these changes
Passed by vote of acclimation
2 abstentions

Kamala Sharma - Rank & Tenure working on code 6 candidates, gone to outside reviews
Tom Kaus - informal gatherings, need for additional whiteboards
Lilia Smarandache - PCDC, $19,000 in funds remain, please apply

Adjournment
In attendance:
Chad Adelhardt
Melody Brashear
Stephen Buggie
Caleb Bush
Marji Campbell
Connie Casebolt
Ralph Casebolt
LaVerne Chischilly
Jack Crowl
Irene Den-Bleyker
Alok Dhital
Gloria Dyc
Carol Frick
Loretta Gonzales
Bruce Gjetema
Karen Hawkkinson
Rachel Hewett-Beah
Robert Hoffman
Ruth Hoskie
Donna Jacobs
Ann Jarvis
Iren Blyker
Tom Kaus
Dave Kelley
Floyd Kezele
Rick Krouth
Mike Landers
Melanie Moynan-Smith
Chriss Platero
Kamala Sharma
Lilia Smarandache
Norman Smith
Elvira Stahn
Bill Stenberg
Pamela Stovall
Paula Watt
Teresa Wilkins
John Zimmerman
Helen Zongolowicz
Faculty Senate Agenda
January 16, 2009

Approval of Minutes
Action

Approval of Agenda
Action

Report from the Faculty Senate President
Ken Roberts
Information

Report from the Interim Executive Director
Barry Cooney
Information

Report from the Dean of Instruction
Chris Marlow
Information

Enrollment Figures and Policy
Paul Kraft 10 min.
Information

Financial Status
Tony Majors 10 min.
Information

Structural Realignment
Teresa Wilkins/Jim Sayers
Information

Building Committee
Teresa Wilkins
Information

Report from Committees
Faculty Committee on Student Affairs
Budget Review
Curricula
Library Committee
Ethics and Advisory
Teaching Excellence
Rank and Tenure
Handbook
Assessment
Budget
PCDC
Strategic Planning

Other

Adjournment

rationale
reduce direct reports
creates cohesion

workforce reduction
- impact augmentation
- creating opps for
Career advancement
Students/techs wish
- what can we do to
stimulate curiosity
among students/techs?

Please send proposals
and comments. Review
mentioned not at length.
Missing:
Minutes for UNMC FS meeting
January 2009
1. Agenda + Minutes for UNM/G F5 meeting February 2009
2. Agenda for March 2009
3. Agenda for April 2009