

Begin file for  
AY Aug 2008 - MAY 2009  
UNMG FS meeting  
Agendas & Minutes

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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  |              |         | Action            |
| 3) Approval of Agenda  |              |         | Action            |
| 4) Report from Faculty Senate President -<br><i>Dr. Holder as Interim Director</i><br>Payments to Beth Miller <i>1 yr?</i> | Ken Roberts  |         | Information       |
| 5) Report from Dean of Instruction   | Chris Marlow |         | Information       |
| 6) Long-term Lecturer contracts  | Donna Jacobs | 5 min.  | Information       |
| 7) Approval of updated Faculty Handbook  | Jean Welles  |         | Discussion/Action |
| 8) Chairs' report on elected<br>Department Committee Members   |              |         | Information       |
| 9) Report from Executive Director  | Barry Cooney |         | Information       |
| 10) Committee Reports  |              |         | Information       |
| 11) Building Committee Report  | Chris Chavez | 5 min.  | Information       |
| 12) SPC Campus Goals   | Jim Sayers   | 10 min. | Information       |
| 13) Other  |              |         |                   |
| 14) Adjournment  |              |         | Action            |

*New Budget director*

*Tony Major*

*E*

*Director of  
Business  
Operations*

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

— pl

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:

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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 manor 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 1/4 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

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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

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Liz Bush  
Marji Campbell  
Connie Casebolt  
Ralph Casebolt  
Chris Chavez  
Laverne Chischilly  
Gloria Dyc  
Sabrina Ezzell  
Carol Frick  
Glenda 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

**UNM-Gallup Faculty Senate Agenda**  
**October 17, 2008**

- |   |                |        |                   |
|---|----------------|--------|-------------------|
| 1) Call meeting to order                |                |        |                   |
| 2) Approval of September minutes        |                |        | Action            |
| 3) Approval of Agenda                   |                |        | Action            |
| 4) Report from Faculty Senate President | Ken Roberts    |        | Information       |
| 5) Report from Executive Director       | Barry Cooney   |        | Information       |
| 6) Report from Dean of Instruction      | Chris Marlow   |        | Information       |
| 7 Curriculum Committee                  | Bruce Gjeltema |        | Action            |
| 8 Faculty Handbook                      | Jeannie Welles |        | Discussion/Action |
| 9) Committee Reports                    |                |        | Information       |
| 10) Building Committee Report           | Chris Chavez   | 5 min. | Information       |
| 11) Other                               |                |        |                   |
| 12) Adjournment                         |                |        | Action            |

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**FACULTY SENATE OCTOBER 17, 2008 MINUTES**  
Transcribed by Paula Muir Watt – Faculty Senate Secretary

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.



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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 Chavez 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 a question and answer time for candidates. She also announced progress of Bridges students at NMSU

Meeting adjourned.

Faculty Senate Agenda  
November 21, 2008

Approval of Minutes		Action Approval of
Agenda		Action
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 Robert Hoffman	Action
Draft of new policy on Release Time	Bruce Gjeltema	Action
Reorganization	Teresa Wilkins (20 min)	Discussion
Report from Committees		Information
Other		
Adjournment		

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Faculty Senate Meeting, November 21, 2008 – Minutes  
Transcribed by Paula Muir Watt

**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 blding, 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 Zongolowicz, 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

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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 acclimation 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 acclimation  
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

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their course doesn't make?

Bruce Gjeltema – 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 Gjeltema - 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**

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**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 Gjeltema  
Karen Hawkinson  
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		5 min. each	Information
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

*rational*

*reduce direct reports  
creates cohesion*

*no workforce reduction  
- impact augmentation  
+ creating opps for  
career advancement*

*students/teach first  
- what can we do to  
stimulate curiosity  
among studs + faculty*

*please send proposals  
and comments. Previous  
mentioned not at first*

*If not a proposal,  
send comments  
Liz Bush, K. Roberts*

Missing :

Minutes for UNMG

FS meeting

January 2009



# Missing:

(1) Agenda + Minutes  
for UNM G FS  
meeting February 2009

(2) Agenda for March 2009  
+ minutes

(3) Agenda for April 2009