

# Faculty Senate Meeting

## MINUTES

SEPTEMBER 16, 2016

12:30 PM

SSTC 200

<b>MEETING CALLED BY:</b>	Dr. Lora Stone, Faculty Senate President
<b>MINUTES TAKEN BY:</b>	Shirley Heying, Faculty Senate Secretary
<b>FACULTY ATTENDEES:</b>	Alonso Cabriaes, Chris Chavez, Robert Encinio, James Fisk, Lewis Gambill, Bruce Gjeltema, Shirley Heying, Robert Hunter, Ann Jarvis, Thomas Kaus, Joe Kee Jr., Carolyn Kuchera, Carmela Lanza, Tracy Lassiter, Jonathan Lumibao, Elvira Martin, Matthew Mingus, Arunachalam Muthaiyan, Kamala Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Lora Stone, Gayle Woodcock, John Zimmerman
<b>GUESTS:</b>	Dr. Christopher Dyer and Michelle Lee

ACTION	APPROVAL OF AGENDA	DR. LORA STONE
DISCUSSION		
<p>I move to amend the agenda for today's <b>September 16, 2016</b> UNMG Faculty Senate meeting, changing the Curricula Committee Discussion item to a discussion and action item and adding two forms for approval: Forms C - 1854 and C - 1856.</p> <p><b>Motion:</b> Matt Mingus <b>Seconded:</b> Yes <b>Discussion:</b> No additional discussion <b>Voice Vote:</b> Unanimously approved <b>Motion Carried:</b> Yes</p> <p>I move to approve the amended agenda for today's <b>September 16, 2016</b> UNMG Faculty Senate meeting.</p> <p><b>Motion:</b> John Zimmerman <b>Seconded:</b> Yes <b>Discussion:</b> No further discussion <b>Voice Vote:</b> Unanimously approved <b>Motion Carried:</b> Yes</p>		

ACTION	APPROVAL OF MEETING MINUTES	DR. LORA STONE
DISCUSSION		
I move to approve the minutes from the August 19, 2016 meeting of the UNMG Faculty Senate.		
Motion: Gayle Woodcock		
Seconded: Yes		
Discussion: It was suggested that faculty members read the meeting minutes ahead of time instead of during the meeting in order to save time. The minutes are sent out via email to all faculty members prior to each Faculty Senate meeting.		
Voice Vote: Unanimously approved		
Motion carried: Yes		

## DISCUSSION

Faculty Senate President Dr. Lora Stone made some introductions before her report. She introduced Dr. Alonso Cabriaes, who is serving as the parliamentarian for the UNMG Faculty Senate this year. She reminded faculty that Dr. Cabriaes will be watching time to make sure that all faculty in attendance get a chance to speak and that we keep on schedule. Lora also noted that Dean Ken Roberts had a family emergency and will not be present to provide a Dean's report today at the meeting. Lora then presented her president's report as follows:

**1. October 2016 Faculty Senate Meeting:** Lora reminded faculty that the next Faculty Senate meeting is scheduled for Friday, October 21, 2016 at 12:30p.m.

**2. Section F Branch Task Force:** Lora shared that the task force will be meeting in late October 2016 to work on the final draft of the revision of Section F, which all UNMG faculty have received a copy of from Lora. The final draft will come back to all branches for final recommendation. Once the final draft is completed, it will be brought back to all the branch campuses for a recommendation of final approval. We are not approvers, but are recommenders.

**3. Section F and Promotion and Tenure:** The task force is working on continuity between Section F and Promotion and Tenure guidelines, teaching evaluations forms, and annual review by chairs to ensure that all will be using the same language as used in the Faculty Handbook. Lora noted that this will help with merit pay and connecting it to Faculty Handbook language and policies. Thus, this will allow for a clear, standardized way of connecting merit pay to the Faculty Handbook policies. The merit pay committee is getting started on developing a salary schedule, but had to wait on some constraints from the Vice Provost's office and the Dean, but the committee will be moving forward later this semester. The merit pay (salary schedule) will be our only way to get raises in the future. In conjunction with this, Lora noted that all of UNM, including the branches, has been asked to come up with a 5% reduction plan on the budget for this year and a 10% reduction plan. The division chairs at UNMG have started working on this set of plans this week, UNM will be looking at how we can cut the budget with these two options. Lora asked that people suspend judgement on these cuts until a plan is presented to us. She also noted that we are fortunate to have received a 3% raise in faculty salaries this year.

**4. Academic Freedom and Tenure Committee (AFT) and Committee on Governance (CoG):** Representatives from these two committee, Marsha Baum (chair of AFT) and Liz Hutchinson (chair of CoG), will be presenting at our October 21, 2016 UNMG Faculty Senate meeting. Lora shared that the UNMG Faculty Senate will suspend Robert's Rules of Order at that meeting so that the guest presenters can have the entire meeting period to talk about promotion and tenure. Faculty can ask these presenters all the questions they have on promotion and tenure. Marsha Baum will address promotion and tenure, while Liz Hutchinson will focus on faculty governance and the top-down request to change our name from a senate to an assembly.

**5. Teaching Excellence Committee Peer Evaluations:** The committee and division chairs are working on standardizing the language and the measures used in the peer teaching evaluation forms and chair teaching evaluation forms. There have been some inconsistencies in language in these forms in the past and the committee and chairs are working on addressing the inconsistencies.

Lora next noted that Dean Roberts had a family emergency and therefore, could not attend today's meeting and then turned the floor over to UNMG CEO Dr. Christopher Dyer.

Dean Roberts was not able to attend today's meeting.

Dr. Dyer greeted faculty in attendance and then provided the following CEO's report:

**1. State Budget Issue:** Dr. Dyer spent the last couple days with the NM Jobs Council. About a decade ago, the Council had advised legislators and economic planners to diversify state income and to not depend so heavily on gas and oil receipts. They didn't listen and so now the State is in this shape we're in. The 10% cut is real. We are probably in better shape than the other branches in that regard. Rick Goshorn is helpful in this manner. We just got an approval of deficient of two bonds to allow us to pay these bonds off early and avoid big balloon payments down the road. This will give us more flexibility than we would have had otherwise. The deficient was presented to the Board of Regents and it was approved. It was approved by our board and now the Board of Regent at main campus.

**2. Community Service:** Dr. Dyer asked faculty in attendance about how many of us do community service. The majority of faculty raised their hands and he encouraged us to continue to be involved in community service. Dr. Dyer believes it is an important thing that allows us to be ambassadors for our campus.

**3. Campus Service:** Dr. Dyer next recognized that many faculty serve on important committees. He noted that there are also possibilities of serving as a sponsor for a student club and lots of other campus service opportunities. There have been a variety of clubs in the past that have been archived. He encouraged faculty to look at what clubs have been on our campus and to think about new opportunities. He also mentioned that it is important to go to Student Senate to see how it operates. There may be some projects we can do together. Of all the student organizations on campus, the Student Senate is probably the most fiscally sound entity because of an accruing of funds.

**4. Set-Aside Program for Project and Program Development:** Dr. Dyer noted that he and Rick Goshorn have decided to create a set-aside program that involves setting aside funding by division to think about what would be value-added to our campus, what could be a new program that attracts new students and what can help generate new tuition dollars. A couple options came up. Dr. Dyer encouraged faculty to talk to their division chairs and peers about some possibilities. One of the thoughts has been to create an archaeological field experience down at Zuni (Pueblo). Dr. Dyer and others are talking with the Zuni Council and an archaeologist about this possibility. The Goal Program is another option and they have had a meeting about it. He thinks they are going to start by looking at 8-week courses.

**5. Student Housing:** Dr. Dyer shared that they built what they call a beehive residential living nearby and they are going to construct three or four of them in a row along the corridor to the west of our campus. The rest of that land is still being set aside and discussed as student housing with Agenda Global, Inc.'s Doug Turner. A student survey will be going out in October to ask students about housing needs. That information will be given to Doug for decision-making regarding student housing. Dr. Dyer has been talking to Navajo Nation Housing Authority and to other capital sources as to how we'd fund that as well.

**6. Governor's Meeting:** On September 23, 2016 the Governor of New Mexico has called a meeting with presidents and other high-ranking higher education administrators. Dr. Dyer attended the previous meeting and they have set a 66 goal for the State of New Mexico in that 66% of all New Mexican adults will have a college degree by 2030. That will be established as a state educational attainment goal. On September 23, the meeting will involve the governor talking about the state of the state and what is happening with higher education. Higher education is held more in a conservative way as to not be cut so much in comparison to other programs and areas in the State. Dr. Dyer thinks our higher education cuts likely will be more like 5% or 6% cuts. He thinks we can manage that on our campus without hurting our programs, changing faculty numbers, or changing curriculum needs or anything of that sort. At this point, we are going to continue business-as-usual. Dr. Dyer does not want faculty to worry too much about the financial situation of the state as it is not in our control. We can have a voice in it, but we can't control it.

**8. Behavioral Health Center:** Dr. Dyer just attended a meeting with the Behavioral Health Center Art and they are doing art projects that have to do with art therapy. There is an opportunity right now for students

and faculty to engage in community service. There is a staff member there that works in this program, but she is not trained in art therapy. They have 30 clients and it is a program that helps clients beat addiction so they are employable. Dr. Dyer shared that they asked about the construction of a portal in their plaza that our construction students could help with potentially.

**9. Enrollment:** Dr. Dyer noted that Michelle Lee will discuss enrollment later in today's meeting.

**10. Division Meeting Attendance:** Dr. Dyer attended the Allied Health meeting and he will be visiting our other division meetings to listen to what faculty have to say, what our ideas are, what are concerns are, and what we might come up with that is creative.

Dr. Dyer thanked faculty for their time today and then a question was raised regarding the upcoming budget cuts and the worries it is causing. The faculty asked if the executive team and division chairs could please communicate clearly about the budget in an open and honest way without sugar-coating it. Dr. Dyer noted that the reason he said not to worry about it right now is because the information is just not there right now. The budget that our board approved for this year is the budget that they are working with right now. The budget they might be working with next year is the one they are thinking about, so that is a long-term process. Dr. Dyer noted that we need to have open and ongoing discussions. We do have a budget committee and we should have those discussions as we are going along. There are no major cuts right now because we are fortunate to have a good mill levy coverage plus a good reserve if needed. The faculty member mentioned the \$550 all faculty got at the beginning of the year and how now our branch must cover that expense, but that money shouldn't affect instruction negatively. Dr. Dyer shared that it came from the president and that Dyer found out the same day faculty did about the branches now having to cover that cost. He supported the idea that we absolutely do not want to negatively impact instruction because of this.

Another faculty member asked if Dr. Dyer could convert the 5% cut to dollar amounts. Dr. Dyer noted that it would be roughly \$820,000. Lora shared that the division chairs are working on that and we don't know the exact amount right now. It probably will be pretty high and since we don't have enough information right now or a specific dollar amount, we really cannot have an informed discussion about it. Lora noted that the CEO, CFO, and CAO will be talking with faculty regularly. Division chairs have already met this week and will be talking to faculty about their plans. There are faculty who asked why our executive staff did not outright refuse to cover the \$550 one-time payment to all faculty and turn that back over to main campus for them to pay. Dr. Dyer said it is a good question and he just found out about it this week. He is very concerned about it as a general policy. Main campus tends to tell us that we are independent when it comes to fiscal decisions and so this has come out of left-field for Dr. Dyer and he hasn't had a chance to talk to Rick Goshorn about it yet. Lora will ask Rick to send out an explanatory email when he gets back from his conference. Dr. Dyer understands the concerns regarding this matter and will make sure there is no confusion.

INFORMATION	STUDENT AFFAIRS REPORT	MICHELLE LEE
<p>Student Affairs Director Jayme McMahon was not able to attend today's meeting. Michelle Lee presented the following information on Jayme's behalf:</p> <p><b>1. Enrollment:</b> As of Monday, September 9, 2016 the total pending enrollment head count number was 2,504 students, which is an increase of 3% from the previous fall (2015) semester. The total credit hours are currently 24,344 for this fall 2016 semester. The previous fall total credit hours were 24,542, so this fall there has been a slight decrease in total credit hours. In spring semester of 2016, our total student enrollment was 2,312 and we had 2,276 the previous spring (2015) semester. Our total credit hours for spring 2016 was 22,641 and the previous spring (2015) it was 22,213 total credit hours.</p> <p><b>2. Spring and Summer Graduation Numbers:</b> In spring 2016, there were 92 students graduating with Associates degrees and 32 with certificates for a total of 124 graduates. In summer 2016, there were 20</p>		

graduates with Associates degrees and 15 certificate degrees, for a total of 35 graduates. These numbers were not broken down by subject area.

**3. Fall 2016 Graduation:** Fall graduation is scheduled for Saturday, December 17, 2016 at 10:00a.m. at Miyamura High School. UNMG originally was looking at an evening ceremony on Friday, December 16, 2016; however, main campus is holding their undergraduate graduation on that same Friday evening and they have stated that branch campuses are not allowed to schedule commencement at the same time as main campus commencements. In addition, Student Affairs ran into venue scheduling issues in Gallup. Michelle also noted that they would like faculty from each division to serve as Grand Marshalls and that it is helpful for these faculty to attend the graduation meetings in order to know about the ceremony and processional to avoid confusion. Michelle asked faculty to please let their division chair know if they are interested in serving as a Grand Marshall at fall graduation.

**4. Admissions:** Michelle next reported that 1,625 admissions applications were processed for fall 2016 only and this was done amidst a staffing shortage in the Admissions area. Currently, there are just two staff members available to process the applications. The breakdown of those applications includes: 441 concurrent applications, which include CCTE, Dual Enrollment, Middle College, and Concurrent applications. Approximately 130 of those applications are dual credit outside of CCTE and MCHS specifically. This is an area developed and coordinated through Jayme and Michelle and is a huge increase in comparison to past semesters. They are very, very excited about this. Of the remaining applications, 601 are first time/beginning freshman, 118 are transfer students, 424 are re-admit students, and 41 are change-in-programs students. This fall semester, Jayme and her staff will be working on ways to expedite the data entry process. They also want to explore implementing firm admissions deadlines for all students. Additionally, they will be working on ways to increase their yield rates (applications to enrolled) and address the number of incomplete applications; this is going to be done in partnership with Recruitment and Marketing Offices as UNMG develops a strong recruitment and communications plan for the institution. There were close to 200 incomplete applications for Fall 2016. Student Services will break down missing items to better identify obstacles to the admission process.

**5. Recruitment and Student Life:** Roanna Shebala is the new coordinator of Recruitment Services and will oversee Student Life. She has already hit the ground running by attending college fair circuits and parades. She is also working closely with Jayme to get Student Senate and the various club chartering processes in place for efficiency. Jayme and Roanna are hosting a formal swearing-in ceremony for the new Student Senate officers at this very moment. All clubs need to be re-chartered. Michelle noted that faculty who were club advisors last year and who do not know about the chartering process, or if they are interested in sponsoring a new club and have questions, should please contact Jayme directly.

**6. Advisement:** Michelle next shared that fall registration was very busy and that 1,124 students came through Advisement in August 2016 alone. During the summer and fall registration period of April through August, they saw 3,369 students. Currently, things have gotten a little quieter, so advisers are checking and emailing new students that attended New Student Orientation (NSO). They had about 470 or so students who attended NSO and now the advisors are calling and checking on how things are going for those students. Michelle also wanted to encourage faculty to use LoboAchieve to let advisors know if any of our students are struggling. There are 6 or 7 current faculty who use LoboAchieve very successfully by raising flags and letting advisors know that students are struggling. Michelle encouraged faculty to continue to do that and for those that haven't tried it yet, to give it a try. Michelle looked at LoboAchieve yesterday and did not see any new flags raised. She cleared out all of the previous semester flags and so any new flags raised are clearly visible and will allow advisors to help intervene and assist students by directing them to tutoring or any other resources they may need to help them be successful.

**7. Scheduling of Informational Sessions:** Student Services is working on schedule information sessions and success workshops for students on probation or who just need some extra tips to be a better student. They are also going to offer an informational session on LoboWeb and LOBO Trax regarding how to read it and how to navigate it. They will offer an informational session on transfer and career exploration as well. If there is anything else faculty think our students need help understanding, faculty should encourage students to email Student Affairs and they will help them as best as they can.

**8. Institutional Assessment Days:** Institutional Assessments Days will be held on October 24 and 25, 2016. This is an opportunity to gather feedback from students on areas like advisement, co-curricular engagement, overall college experience, workplace and career readiness, and development of reading and math skills. Additionally, and the area Student Affairs is most excited about, is the Student Satisfaction Survey that will be administered. This will give UNMG critical information on satisfaction levels for all areas. This information will be used to incorporate the student voice into planning efforts and programming. Part of this process includes the administering of the Institutional Perspectives Survey. Student Affairs needs faculty help with this. The IPS will be given to all faculty and staff and will help Student Affairs determine what faculty think satisfaction levels are and what students deem important. It will allow faculty to comment on the perceived student experience with registration, advisement, scheduling, academic experiences, and other areas students find important. The feedback from the two surveys will be compared (the student perspective and the faculty perspective) and it will be reported on. Again, this will help drive the strategic planning process for Student Affairs and possibly other areas.

**9. Green Zone Training:** Jayme is working on scheduling a Green Zone training, which is facilitated by main campus Veterans Resource Center staff and offers specific training on the support of student veterans as they reintegrate into civilian life and academic settings. Jayme would like to gauge interest in this and find a day of the week that works best for faculty.

Dr. Dyer followed up by sharing that UNMG is the only 2-year institution in New Mexico that showed an increase in student enrollment outside of online courses the past three fall semesters in a row.

A question was raised regarding the due date for re-chartering student organizations. Michelle did not know the date.

Another question was raised regarding the enrollment of 2,054 and whether that was head count or FTE. Michelle responded that it is head count. She was then asked if she had the FTE numbers and she did not. She can provide it via email.

Another faculty member asked about LoboAchieve and the barrage of emails some faculty just received about students from spring semester. Michelle reiterated that she cleared out the system from spring so that new incoming flags are highly visible. The faculty member asked about what happens after a flag has been raised. Michelle noted that the students gets an email and the advisors see the flag and try to get the student to advisement so that the advisors can talk to them to see what is going on and how they can help the student. Once the student comes in and the advisor begins helping them, the advisor sends an email to the faculty member to let them know that the advisor got in contact with the student and that they did various things to help the student. The email the faculty member receives essentially closes out that flag. A question was raised regarding whether the email that closes out the flag could go to the program the student is enrolled in, but there is no such option at this time.

Dr. Rob Hunter from MCHS shared that he wanted to support the use of LoboAchieve. About 90% of MCHS students are independent and self-driven students, but 10% need additional help. MCHS staff are working hard this year at interventions with students who need it. MCHS students must do eight hours of supervised tutoring each week and they track that. So, Rob asked that if faculty have MCHS who are having problems to not hesitate in letting MCHS staff know if there are issues and they will sit down with the students and make sure they are linked up with the appropriate instructors in the MCHS program that can support the students getting the work done in faculty classes.

ACTION ITEM	MOVE TO EXECUTIVE SESSION	DR. LORA STONE
<b>DISCUSSION</b>		
<p>Faculty Senate President Dr. Lora Stone stated that the Faculty Senate meeting now move into executive session. Only fulltime UNMG faculty and elected adjunct representatives are to remain for the Executive Session of the Faculty Senate meeting.</p> <p><b>Move:</b> Chris Chavez  <b>Second:</b> Yes  <b>Discussion:</b> None  <b>Call the Question:</b> None  <b>Voice Vote:</b> Unanimously approved  <b>Motion Carried:</b> Yes</p>		

..... **EXECUTIVE SESSION** .....

ACTION ITEM	NOMINATIONS COMMITTEE ELECTION	DR. KAMALA SHARMA
<b>DISCUSSION</b>		
<p>A new nominee for the Nominations Committee was put forth. That nominee is Dr. Florentin Smarandache. Dr. Sharma asked that a motion take place to officially nominate Florentin to the committee</p> <p><b>I move to nominate Florentin Smarandache to the Nominations Committee of the UNMG Faculty Senate.</b></p> <p><b>Move:</b> Kamala Sharma  <b>Second:</b> Yes  <b>Discussion:</b> None  <b>Call the Question:</b> None  <b>Voice Vote:</b> Unanimously approved  <b>Motion Carried:</b> Yes</p>		

DISCUSSION AND ACTION ITEM	TEACHING EXCELLENCE COMMITTEE	Kristian Simcox
<b>DISCUSSION</b>		
<p>Lora next turned the floor over to the Teaching Excellence Committee to review the Peer Teaching Evaluation form and asked committee member Kristian Simcox to explain the form and the current issue that has been raised about it. He noted that on the second to the last page under the <b>Part 2: Summative evaluation</b> that the committee would like to change the names of the categories from Exceeds Expectations, Meets Expectations and Does not Meet Expectations to Excellent, Effective, and not Effective. This proposed language is consistent with the Faculty Handbook. The second proposed change would be the numerical values for each category, changing them from the 0 to 8 scale to a 0, 1, and 2-point scale. With the new scale, the Excellent category would constitute 2 points, Effective would be 1 point and not Effective would be 0 points. The rationale for this change is that it would remove some problematic activity, which has presented a glitch with peer evaluations. With the old scale, how one selects an 8, 7, or 6 can be subjective. Using the new scale would remove the general subjectivity of the quantitative portion of the form and would make the form much more straight forward. This will make it easier for both faculty and the division chairs to score the evaluations.</p> <p><b>I move to revise the categories on the Peer Teaching Evaluation form to Excellent, Effective, and Ineffective.</b></p> <p><b>Move:</b> Kristian Simcox  <b>Second:</b> Yes  <b>Discussion:</b> A faculty member suggested that a revision date be added at the top of the form, as well as page numbers on the form. Another faculty member noted that the wording on the legend at the back of the form needs to be changed to match the revisions. A question was then raised regarding the required 3 peer evaluations. Lora stated that the division chairs will notify us in our next division meetings about peer</p>		

evaluation requirements. Lora clarified with Kristian that the TEC needs to now make the proposed revisions and come back to the November Faculty Senate meeting with the revisions made in order to vote to approve the revised form. A question was next raised about the tightness of the new numerical scale. Lora noted that the scale should be tight to try to remove subjectivity, especially given that we will be moving to a merit pay scale. The new quantitative scale will help support evaluation continuity from one chair to the next and the evaluator must then use qualitative information to support the points given to the faculty member. A concern was then raised about the huge gap between Effective and Excellent, but that the scale also needs to be tight. The 2, 1, and 0 scale may be problematic and some may want to challenge the 0 rating. Lora responded that it is clear that there are sufficient concerns that warrant further discussion about this form. She noted that we have to keep the categorical language of Excellent, Effective, and Ineffective because it is directly connected to the UNM tenure and promotion guidelines, Faculty Handbook and merit pay. The language must be consistent. It was suggested that today's motion be to change the categorical language and that further discussion regarding the numerical values assigned to the categories will take place at the upcoming TEC meeting who will then report back at the November Faculty Senate meeting.

**Call the Question:** None

**Voice Vote:** Unanimously approved

**Motion Carried:** Yes

DISCUSSION ITEM		UNMG FACULTY SENATE NAME CHANGE	DR. LORA STONE
DISCUSSION			
<p>Lora next discussed the issue of changing our UNMG Faculty Senate name to Faculty Assembly and noted that this is a discussion item, meaning that we are not voting on the name change at today’s meeting. The name change is a top-down request from main campus. Liz Hutchinson from the main campus Committee on Governance will talk about this request at the October 21, 2016 UNMG Faculty Senate meeting and will provide the structural reasons for this request. In 1988-1989, our Faculty Senate was created and the documents from that time are all available online on our UNMG website. There have been name changes in the past based on needs just like at other branches such as Valencia and Taos. In order to be consistent with the other branch campuses, as an assembly we are going to have three meetings per semester rather than four. In addition, Faculty Development week will be cleared and used for convocation and to prepare for classes only. We will now use Faculty Development for what other campuses use it for: preparing for classes and meeting with committees that need to meet. We will likely have three two-hour Faculty Assembly meetings per semester. We will always have the ability to call an additional special session if needed. This will allow for more effective meeting time. With the name change, we will need to revise our constitution and bylaws. The Constitution and Bylaws Committee is currently on hold as this name change is pending. Main campus is asking that UNMG faculty be more involved in committees there on main campus and Lora would look to see how to get transportation money for faculty to attend these meetings. Our increased involvement on main campus would allow us to become less of a satellite site and more present in main campus decisions. Showing our face on main campus will build our ties and communications. Lora stated that changing our name will not change how we process our campus paperwork. Lora asked if there were any questions or thoughts faculty wanted to share about this issue.</p> <p>A question was raised regarding similar name changes at the other branch campuses. Lora responded that the other branches have been called assemblies for a long time. Another question was posed regarding semantics and why this name change is important. A faculty member responded that on main campus, Faculty Senate means something different. The Curricula Committee is example of that in that when the Curricula Committee from UNMG submits paperwork, it is getting confusing about who is approving what since we have a Faculty Senate and main campus has the primary Faculty Senate. Lora furthered that the name change does not affect our governance. A final question was raised regarding whether the Faculty Senate from main campus is a representative body. Lora responded that yes, it is. The branch campus assemblies involve the full branch campus faculty rather than just a few representatives for the faculty. Thus, we are not a senate in that we all participate rather than just having representatives participate who then report back to the entire faculty body. We have 2 faculty senators that represent us at the main campus Faculty Senate meetings. Bruce Gjeltrema noted that UNMG always acted as a full assembly and never has been a representative entity.</p>			



**DISCUSSION AND  
ACTION ITEMS****CURRICULA COMMITTEE****DR. MATT MINGUS****DISCUSSION**

Matt Mingus, chair of the Curricula Committee, began by sharing the Curricula Committee process for new faculty in order to explain the curricula process and how it works. He then discussed that there are two items that the faculty is being asked to vote on regarding curricula. The first is Form C – 1854 that will assign a subject code for Fire Science. We already offer Fire Science courses at UNMG, but currently they are offered under a Business-Tech subject code. Fire science courses are offered at other branches and they are offered under subject code “FISC.” The Curricula Committee approved changing the subject code at UNMG and is asking the Faculty Senate to approve the Fire Science subject code. A question was raised regarding whether Fire Sciences courses will still be offered under Business-Technology and Matt responded that they would. This motion is just to approve the subject code that will be consistent with what Valencia and Taos use.

**I move to approve Form C - 1854 to assign a subject code of “FISC” for Fire Science.**

**Motion:** Matt Mingus

**Second:** Yes

**Discussion:** None

**Voice Vote:** Unanimously approved

**Motion carried:** Yes

**DISCUSSION AND  
ACTION ITEMS****CURRICULA COMMITTEE****DR. MATT MINGUS****DISCUSSION**

The next item up for discussion and vote from the Curricula Committee was the motion to approve Form C – 1856 to assign a subject code for Culinary Arts. These are courses we already teach under Business-Tech and we would like to be able to offer them under the subject code “CART,” which is the same subject code that UNM Taos uses.

**I move to approve Form C - 1856 to assign a subject code of “CART” for Culinary Arts.**

**Motion:** Matt Mingus

**Second:** Yes

**Discussion:** None

**Voice Vote:** Unanimously approved

**Motion carried:** Yes

Matt noted that the Curricula Committee is considering an AA degree in Environmental Planning and Design that would articulate onto main campus. He also reminded everyone that program reviews are due September 30, 2016. The program reviews that are due are the Pre-Professional Associates degree, the Medical Lab Technician Associates in Science degree, and the CTE program.

**DISCUSSION****COMMITTEE REPORTS****COMMITTEE CHAIRS****DISCUSSION**

**Constitution and Bylaws Committee:** The committee is on hold because they may have to rewrite more of the constitution and bylaws given the pending name change of the UNMG Faculty Senate.

**CARC:** Tom Kaus announced that Dr. Neke Mitchell is going to be on our campus September 26 and 27, 2016. On the 27<sup>th</sup> in Calvin Hall room 100, she will hold a workshop from 9-10:30a.m. on program assessment reports. Tom sent an email to the division chairs about the training and will send one out to all

faculty this afternoon. Dr. Mitchell also will hold a session from 10:30-11:30a.m. on core reports. She will leave the afternoon of the 27th open to talk one-to-one with any interested faculty about course assessment. Tom next noted that he has received 11 course reports, which is a record. He then thanked all who wrote reports, submitted plans, and verbally committed submitted plans. Tom recognizes this is a tenuous process that requires multiple steps for reporting.

**Committee on Students Affairs Committee:** Bruce Gjeltrema reported that the committee met today. The current formal grievance process for our campus is over 12 years old and is unique to our own campus, which we are allowed to do under Pathfinder (the overall guide from main campus). However, main campus wants us to shift our use of language from Pathfinder and chart out different groups or individuals on campus to fulfill some of the roles of review similar to main campus. The committee is contemplating doing that and once the process of updating the roles of faculty members handling grievances is complete, the Committee on Student Affairs will bring the updates to UNMG Faculty Senate. The committee is also contemplating taking on some extra roles requested by Student Affairs. One may be regarding waivers as handling waivers for students in programs is currently the sole responsibility of division chairs, but the committee may also take on looking over waivers as well so that waivers are not just on shoulders of division chairs. The committee is also trying to develop new initiatives for student retention. Some may include more formal programs that have not been initiated yet. Instead of leaving all of that to Student Affairs, the committee would like there to be some overview by faculty on this committee. The committee is discussing these issues with Student Affairs and will keep faculty updated and present some proposals soon.

**Budget Review Committee:** Lora noted that the committee is waiting for information from CFO Rick Goshorn this week and will summarize what he's doing. Lora will send that information out on the Faculty listserv as a summary of what is happening. The Budget Review Committee typically meets each quarter, but have been meeting more often than that given the financial climate and pending budget cuts. Lora encouraged faculty to feel free to contact any Budget Review Committee member or the CFO with any questions or concerns they have regarding the budget and pending cuts.

**Curricula Committee:** Matt announced that one committee member stepped down and they are in need of another person to serve on the committee. Matt asked that if anyone is interested in joining to please let Lora know via email. He furthered that a faculty member from nursing and education would be preferable, but is not required.

**Library Committee:** The committee did not meet yet. The first meeting is scheduled for September 22, 2016.

**Ethics and Academic Freedom Committee:** Lora shared that this committee is in transition and we will discuss this further after the presentations by Liz Hutchinson and Marsha Baum at our October 2016 Faculty Senate meeting. Gayle mentioned that the committee currently has nothing before them and so they have nothing to report.

**Long Range Planning and Resources Committee:** John Zimmerman reported that the committee sent out a survey to faculty asking perspectives on what faculty would like to see, what themes and goals faculty see for their division, and how those themes and goals should be measured. The survey was sent out, but John can re-send the link for faculty who did not complete it. It is a Google Document that is anonymous and the committee will go from there. John then noted that there is some outdated language in the bylaws regarding committees and he suggested each committee look at the constitution and bylaws to update the language. Lora noted that the Constitution and Bylaws Committee had started working on that already, but now are on hold until we make a decision regarding the name change so that all the changes can be made at once.

INFORMATION		ANNOUNCEMENTS	FACULTY MEMBERS IN ATTENDANCE
DISCUSSION			
<p>Lora encouraged faculty to use Marilee Petranovich’s announcement emails as medium to announce anything they would like to announce to the campus.</p> <p>Library Director Cecilia Stafford announced that the Banned Books week, which is the American Libraries Association’s celebration of the right to read, is coming up in two weeks. The Zollinger Library is going to be having some activities associated with that and faculty will be receiving detailed information on those activities soon.</p>			
ACTION		ADJOURNMENT	
DISCUSSION			
<p><b>Motion to adjourn.</b></p> <p><b>Motion:</b> Matt Mingus <b>Second:</b> Yes <b>Voice Vote:</b> Unanimously approved. <b>Motion carried:</b> Yes</p>			
<p><b>Meeting Adjourned at 1:59p.m. by Faculty Senate President Dr. Lora Stone.</b></p>			
<p><b>Recorded by:</b> Shirley Heying, Faculty Senate Secretary on September 16, 2016.</p>			