

Faculty Assembly Meeting

MINUTES

April 20th, 2018

12:30 PM

SSTC 200

MEETING CALLED BY:	Professor Robert Galin, Faculty Assembly President
MINUTES TAKEN BY:	Keri Stevenson, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, John Burke, J. Alonso Cabriales, Chris Chavez, Lilia Cuciuc, Tara DeYoung, Robert Encinio, Sabrina Ezzell, Robert Galin, Lewis Gambill, Shirley Heying, Yi-Wen Huang, Ann Jarvis, Joe Kee, Jr., Carolyn Kuchera, Carmela Lanza, Tracy Lassiter, Jonathan Lumibao, Elvira Martin, Matthew Mingus, Arunachalam Muthaiyan, Vickie Olson, Cecille Perales, Chris Platero, Smita Poudel Rashid, Kamela Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Rachael Stewart, Ernesto Watchman, Michael Williams, Kristi Wilson, Gayle Woodcock, and John Zimmerman.
GUESTS:	Stephen Buggie

ACTION MODIFICATION OF AGENDA PROFESSOR ROBERT GALIN

Dr. Matthew Mingus, the Curricula Committee chair, asked to modify the agenda to include an action item for the form B for CRT 102 and form C's for revisions to the dental assistant certificate, to the certificate in collision repair, and to the associate's degree in Elementary Education, as well as a deletion of the A.A.S in collision repair and the A.A. in Studio Art. Professor Galin then asked for a motion to approve the agenda as amended.
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ACTION APPROVAL OF AGENDA PROFESSOR ROBERT GALIN

DISCUSSION	
I move to approve the agenda for today's April 20th, 2018 UNMG Faculty Assembly meeting.	
Motion: Chris Chavez	
Seconded: Yes	
Discussion: None	
Voice Vote: Unanimously approved	
Motion Carried: Yes	

ACTION APPROVAL OF MINUTES PROFESSOR ROBERT GALIN

DISCUSSION	
I move to approve the minutes from the March 23rd, 2018 UNMG Faculty Assembly meeting.	
Motion: Matthew Mingus	
Seconded: Yes	
Discussion: None	
Voice Vote: Unanimously approved	
Motion Carried: Yes	

INFORMATION

**FACULTY ASSEMBLY
PRESIDENT'S REPORT**

PROFESSOR ROBERT GALIN

Faculty Assembly President Professor Robert Galin reported on the following:	

President Professor Galin thanked the faculty for their work this semester. He announced the vote for Faculty Assembly President at this meeting, and that the Assembly has three candidates for the first time in years. He urged the Assembly members to choose the best candidate.

Professor Galin also mentioned that the campus-wide Safety Committee has met, and that the next President might want to have an ad hoc committee on Campus Safety to help advise the other committee. The President also mentioned that the revisions to the constitution and by-laws will be presented for approval next year and are still being revised.

Finally, every chair of a committee needs to contact Lilia Cuciuc to inform her and be informed by her of necessary changes to the committee makeup and processes.

INFORMATION

**CHIEF EXECUTIVE
OFFICER'S REPORT**

DR. JAMES MALM

Dr. Malm gave the faculty congratulations on arriving at the end of a semester, and additional congratulations for the slate of candidates for Faculty Assembly officers.	

He then gave the Assembly an update on executive positions, and reported that the campus has extended an offer to a new CFO, Robert Griego, from the county treasurer's office, a resident of Gallup with experience working on public budgets. His start date will be May 1st.

Dr. Malm explained that UNM-G will begin a new search for a Dean of Instruction and a Chair of Business and Applied Technology. The last search failed, and there are no current negotiations happening with those candidates. Announcements will go out next week. They will be written as a marketing piece, explaining, for example, that the Dean of Instruction position at UNM-G is equivalent to a VP of Academic Affairs at a community college. The big national publications will carry the job posting, and the influential national minority publications. This is a different marketplace and may attract some people whose contracts are ending. There will be 30 days of public recruiting and a minimum basic search committee, or 3 people, with a makeup of faculty representatives, gender, and ethnic minorities. June 1st ends the recruitment period. The committee will go through all the resumes, and give the names of people coming in for video interviews in the next 10 days. Those people will be contacted by the 10th of June. Dr. Malm hopes to make an offer by the beginning of July/July 1st. August 1st would be the official start date.

Dr. Malm also announced two major initiatives to begin in August: an environmental scan and a strategic enrollment plan. These will be conducted like the program prioritization and reach out to faculty to ask: What is it our community needs? What programs do they need?

The Assembly then asked how we can ensure that there's lots of faculty feedback during the summer. Dr. Malm replied that, while most faculty will not be working, the process will still be open, and there will be forums. Someone then asked about whether it would be possible to do video streaming of the forums, and Dr. Malm said it could be suggested.

The next question concerned the availability of campus wi-fi on most of the weekend and evenings, and its impact on online students. Dr. Malm replied that the IT department has been tinkering with wi-fi due to past vandalism in the parking lots and the downloading of many videos. The wi-fi availability has been

extended several hours, and Dr. Malm intends to try to find a balance in the after-hours for students to have access. In response to another question, he clarified that these hours would be 7 AM-10 PM M-F, and 7 AM-5 or 6 PM on Saturdays, with the wi-fi entirely dark on Sundays.

One faculty member asked to have the titles of the positions being searched for clarified. Dr. Malm said that, while Community Development is also in the division, the name is Business and Applied Technology. The division will stay the same and not be altered.

A question was raised about whether there is a timeline in place to fix Calvin Hall. Dr. Malm answered that while needed, the repair currently does not have a timeline, and that Calvin Hall is safe to use.

Further questions were asked about whether Dr. Malm was representing the Business Office, to which the answer came that there is a quarter-time CFO, and he is doing it remotely, and whether the Business Office is in charge of individual computer labs and printers, to which Dr. Malm answered that there will continue to be big printers for everyone on the network. Printer problems need to be taken up with IT or the individual department as needed.

INFORMATION

INTERIM DEAN'S REPORT

PROFESSOR IRENE DEN BLEYKER

Professor Irene Den Bleyker was not able to attend the meeting, but had placed her report online.

INFORMATION

CFO'S REPORT

DR. JAMES MALM

Because Dr. Malm is acting CFO for UNM-Gallup, this report was folded into the CEO's report.

INFORMATION

STUDENT SERVICES REPORT

JAYME MCMAHON

Director of Student Services Jayme McMahon presented on the following:

Director McMahon spoke about the executive team's trip to a symposium and forum on recruitment and retention of diverse populations and a discussion sponsored by Ruffalo Noel Levitz of strategic enrollment planning. This plan still needs data to proceed in the future.

Director McMahon also informed the Assembly of the hiring of two new advisers, Margie and Grace, then in their training period, and the retirement of long-time advisor Wyatt Stiger. Since registration began, the advisers have seen 200 students. A New Student Orientation schedule has been sent. Financial aid is still finalizing academic awards for the 2017-18 academic year, so Director McMahon asked faculty to make sure that all students who have been attending class are listed on the roster. Students who use a pink slip to register or have a capacity override do have to go back and register for the class, and sometimes do not, which can lead to them owing money.

Director McMahon also noted that scholarship deadlines are coming up, and they are trying to encourage students to register before the summer holidays. Pell Grants are now available for summer enrollment if students need extra help. The current summer enrollment is already at half of summer enrollment for the last year. Meanwhile, current fall enrollment is down approximately four percentage points in headcount from last year's fall headcount in April and one percentage point in credit hours.

Director McMahon then reported on McKinley Academy, which she has met with GCMS about. The current likely enrollment looks to be 20 students who will be seniors, 45 who will be juniors, and 60 who

will be sophomores. Currently, Student Services is in the process of looking at placement, students' secondary work, and what they are lacking for high school completion and college needs. The Academy is also considering about 70 students who will be freshmen, but are not yet enrolled in college classes.

Director McMahon's final item concerned graduation. It is scheduled for May 12th, at 10:00 AM at the public school stadium; faculty and student lineup will be in the Roosevelt Playground. Faculty should be there at 9:00 AM. Parking will be on the Roosevelt side. There will be room in the concession stand for faculty to change into robes, and faculty can also ask for other accommodations, including security for personal items. Carmen Wellborn will be setting up a graduation webpage. Permitted dress for students is traditional regalia under academic regalia, including caps, stoles, and honor cords. The graduates include 33 MCHS students, seven earning their GED or equivalent, and nine bachelor or graduate students.

One Faculty Assembly member asked about the daycare center. Director McMahon replied that there will be no daycare center next year, and that the space is currently being used for training. Hopefully the new daycare center will be up and running soon.

Faculty members then asked questions about the McKinley Academy students. Director McMahon explained that not all of them will be 12- to 15-hour credit load students, and that none have registered yet. As well, the deadline to apply for the academy has probably recently passed.

Discussion then changed to the Grey Area training. One faculty member asked if students still need to complete modules for the Grey Area before graduation. Director McMahon revealed that continuing students will be encouraged to take the face-to-face training. A hold might be applied or a student declared not eligible to graduate, but this has not happened yet. Graduating and continuing students were supposed to complete online training by April 1st, but graduation or future enrollment will not be canceled. However, the DOJ is not making concessions on the face-to-face requirement for first-time students. There is a session on Saturday. Online options should be available in the future.

ACTION ITEM	ELECTION	PROFESSOR ROBERT GALIN
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<p>President Professor Galin resumed the floor and asked the candidates for Faculty Assembly President to present their speeches. These candidates—Dr. John Burke, Dr. Carmela Lanza, and Library Director Cecilia Stafford—gave speeches explaining their qualifications and their reasons for running. Dr. Florentin Smarandache, Chair of the Nominations Committee, then passed out ballots. The faculty voted in secret, and Dr. Smarandache collected the ballots to count.</p>		

DISCUSSION AND ACTION ITEM	LIBRARY REIMBURSEMENT	PROFESSOR ROBERT GALIN
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<p>Professor Galin opened discussion of HerStory month and the activities that occurred then, during which the Library spent \$520 on movies. Professor Galin asked for a motion to reimburse the Library from the Faculty Assembly's budget.</p>		

I move that the Faculty Assembly reimburse the library from its budget.

Motion: John Zimmerman
Seconded: Yes

Discussion: None
Voice Vote: Unanimous
Motion Carried: Yes

**DISCUSSION AND
ACTION ITEM**

PROXY VOTES

**PROFESSOR ROBERT
GALIN**

Professor Floyd Kezele was going to talk about adding proxy votes into the constitution and by-laws, but was not present; Professor Galin asked for that discussion to be tabled.

I move to table Floyd Kezele's idea about proxy votes being added to the constitution and by-laws.

Motion: Carmela Lanza
Second: Yes
Discussion: None
Voice Vote: Unanimous
Motion carried: Yes

**DISCUSSION AND
ACTION ITEM**

CURRICULA COMMITTEE

DR. MATT MINGUS

Dr. Matt Mingus began the discussion of Curricula Committee forms. The first was a Form B to create a collision repair introductory course.

I move to approve CRT 102.

Motion: Matt Mingus
Second: Yes

Discussion: A Faculty Assembly member raised a concern about not having paper copies of the curricula documents. Dr. Mingus admitted to the difficulty of producing such documents when Curricula Committee meetings are held right before the Faculty Assembly ones, but said Assembly members had the ability to speak about the documents in their discussion of motions, especially as our constitution requires Faculty Assembly to approve any curricular forms, a procedure that main campus does not follow.

Another Assembly member asked about the purpose of the class. Dr. Mingus replied that that it was to meet accreditation standards. He also revealed, in response to further questions, that the class would be three credit hours.

Voice Vote: Unanimous
Motion carried: Yes

I move to approve a form C revising the Dental Assistant certificate to remove a prerequisite for a communications course or public speaking course.

Motion: Matt Mingus
Second: Yes
Discussion: None
Voice Vote: Unanimous
Motion carried: Yes

I motion to approve the form C for the deletion of the A.A. for Studio Art.

Motion: Matt Mingus

Second: Yes

Discussion: None

Voice Vote: Unanimous

Motion carried: Yes

I move to approve the form C for the revision of the Collision Repair Technology certificate. This includes the deletion of courses that are no longer taught.

Motion: Matt Mingus

Second: Yes

Discussion: A question arose about Math 115, and whether it was being removed from the CRT certificate. Dr. Mingus explained that certificates are dropping requirements and focusing on core classes. Math 115 is not needed for accreditation. Also, there are not many students in the certificate program right now.

Other faculty remarked that math and English courses are being replaced by the core classes in the certificates, and asked about the place of the larger conversation; should we be comfortable with having English and Math embedded in the certificates instead of taught as separate classes? Dr. Mingus encouraged faculty to talk with the faculty of Vo-Tech and the Dean, or possibly with the Long-Range Planning and Resource Committee. One person registered disappointment about math not being taught well in the core courses.

Voice Vote: Two opposed, otherwise unanimous.

Motion carried: Yes

I move to delete the A.A.S in CRT with form C.

Motion: Matt Mingus

Second: Yes

Discussion: Dr. Mingus emphasized that overall enrollment is dropping and CRT was already prepared for closure of their A.A.S. for a variety of reasons. Their shop is not set up to handle plastic cars, and there is a much greater expansion happening with auto tech instead. The Curricula Committee did believe that the certificate will be maintained, at least for the six years until next program review, or until deleted by the will of the administration. The CRT A.A.S. program itself only has 21 students currently, as compared to much higher enrollment in other Vo-Tech areas.

Voice Vote: Unanimous

Motion carried: Yes

I move to approve the revision to the A.A.S. in Elementary Education. The current program requires students to take ED 182, but this will be ED 101.

Motion: Matt Mingus

Second: Yes

Discussion: None

Voice Vote: Unanimous

Motion carried: Yes

ACTION ITEM

NEW OFFICERS

**DR. FLORENTIN
SMARANDACHE**

Dr. Florentin Smarandache and the Nominations Committee finished tallying votes and announced the new Assembly officers for the coming year:

Operational members: Professor John Zimmerman, Dr. Kristian Simcox, and Research Librarian Jim Fisk

Vice-President: Dr. Lewis Gambill

Secretary: Dr. Keri Stevenson

President: Librarian Cecilia Stafford

TRANSITION ITEM

NEW PRESIDENT

PROFESSOR ROBERT GALIN

Given the results of the election, Faculty Assembly President Professor Robert Galin turned the meeting over to the new President, Ms. Cecilia Stafford.

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

President Stafford asked for committee reports:

Senator to Albuquerque, Antoinette Abeyta/John Burke: Dr. Burke reported that the academic calendar was voted on in the Albuquerque Faculty Senate, with only the first year confirmed. Albuquerque's public schools have not yet announced if they plan to follow the same calendar.

President Stokes also came to the Senate meeting to discuss athletics issues. She wants decisions made in the next two-three months.

Budget Review Committee: Nothing to report.

Teaching Excellence Committee: Nothing to report.

Constitution and By-Laws Committee: This committee is still working and will have nothing to report until next year.

CARC Committee: Nothing to report.

Faculty Committee on Student Affairs: Nothing to report.

Curricula Committee: Currently, the Curricula Committee has tabled the program review for the certificate in coding. The program review schedule has been updated. A biology course in special topics has been approved. All members of the committee will hold their positions until next year, and then there will be openings when Dr. Mingus and Dr. Kuchera leave.

Ethics and Advisory Committee: Nothing to report.

Library Committee: President Stafford reported that the committee's meeting is next week, and that the library is hosting an evening of readings for May 2nd so that winners of the haiku, limerick, and fanfiction contests can read their work. \$50 is the prize for the winner of each contest. Anyone else who wants to read their work is welcome to come.

Long-Range Planning and Resource Committee: Professor John Zimmerman, chair of the committee, passed out a motion on paper that he wanted the Faculty Assembly to consider. The motion suggests a move into proper channels to reset the way that we do the work of the faculty.

In order to create a strategic plan that is written in the spirit of shared governance, the Long Range Planning Committee is putting forth a motion that all faculty, administrators, and faculty leadership take full advantage of the existing Faculty Assembly committee structure to move forward concerns, issues, and recommendations for the future direction of our campus.

Professor Zimmerman explained that he felt faculty voices went unheard in the last year, and this is the best way to get our voices heard in a responsible manner.

Motion: John Zimmerman

Second: Yes

Discussion: The Assembly discussed if Professor Zimmerman wanted faculty members to send the motion to the administration, and the possibility of changing the motion's language to recommend administration to recognize faculty attempts to get our voices heard. Others commented that the Assembly needs the administration's acknowledgment, and that the committee structure is already known and understood. The Long-Range Planning and Resource Committee replied that they had wrestled with the wording of the motion, and that it was crafted to be less antagonistic to the administration and reflect the sharing of the burden of leadership. As well, it was the committee's position that the faculty does not always use the existing structure or know about it.

Someone else asked if the committee intended to create a strategic plan. They replied that they may not be involved with strategic plan refresh or strategic enrollment plan. The constitution clearly lays out the scope of faculty involvement to get our thoughts taken into account. As well, the committee is asking for people to utilize the existing committee structures, which is not currently happening.

A question arose as to whether Dr. Malm is going to create a strategic plan refreshment committee. The reply came that the President of the campus usually leads that, but the CEO is in theory going to create a committee that will take all faculty feedback into account and there should be open forums to incorporate faculty voices. Discussion has happened about a new strategic plan, but we don't yet know how faculty members will be chosen for the committee.

Voice Vote: Unanimous

Motion carried: Yes

DISCUSSION

OTHER BUSINESS

VARIOUS

DISCUSSION

Ms. Stafford opened the floor for comment on other business:

One Assembly member reminded faculty that next Saturday there is a Big Brothers/Big Sisters bowling tournament. Those on the faculty team will be doing fundraising for it.

The Assembly held a round of applause for outgoing officers.

Committee vacancies news needs to be sent out by the President of the Assembly. Ms. Stafford said that she would come up with a form faculty can fill out to indicate their preferences for committee service. The Ops Committee can send it out.

There will be a UNM-G team participating in Relay for Life in June. The team will walk all night.

RMCH is going to have a 30th Community Health Fair on the 5th of May from 10 AM-2 PM, in Rio West Mall, for those who want to attend. Likewise, the United Blood Service will have a blood drive on campus on the 25th.

ACTION ITEM

ADJOURNMENT

DISCUSSION	
<p>Motion to adjourn.</p> <p>Motion to adjourn: Matt Mingus Seconded: Yes Voice vote: Unanimously approved Motion carried: Yes</p>	
<p>Meeting adjourned at 1:55 PM, by Faculty Assembly President Cecilia Stafford.</p>	
<p>Recorded by: Keri Stevenson, Faculty Assembly Secretary on April 20th, 2018.</p>	