



The  
Faculty Assembly Meeting

**MINUTES** November 13<sup>th</sup>, 2020 12:30 PM ZOOM/Remote

<b>MEETING CALLED BY:</b>	<b>Professor John Zimmerman, Faculty Assembly President</b>
<b>MINUTES ASSEMBLED BY:</b>	Keri Stevenson, Faculty Assembly Secretary
<b>FACULTY ATTENDEES:</b>	Antoinette Abeyta, Jordan Balaban, John Burke, Chris Chavez, Lilia Cuciuc, Neysa Cox, Sonya Damon, Alok Dhital, Sabrina Ezzell, Jim Fisk, Lewis Gambill, Bruce Gjeltema, Corine Gonzales, Yi-Wen Huang, Hasani Jayasinghe, Joe Kee, Jr., Carolyn Kuchera, Carmela Lanza, Tracy Lassiter, L. D. Lovett, Aretha Matt, Andrew McFeaters, Matt Mingus, Arun Muthaiyan, Mark Remillard, Jon Saatvedt, Kamala Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Rachael Stewart, Lora Stone, Kristi Wilson, Gayle Woodcock, and John Zimmerman.
<b>GUESTS:</b>	None

**ACTION APPROVAL OF AGENDA PROFESSOR JOHN ZIMMERMAN**

<b>DISCUSSION</b>	
<b>I move to approve the agenda.</b>	
<b>Motion:</b> Matt Mingus	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**ACTION APPROVAL OF MINUTES PROFESSOR JOHN ZIMMERMAN**

<b>DISCUSSION</b>	
<b>I move to approve the minutes from the <a href="#">October 16<sup>th</sup>, 2020</a> UNMG Faculty Assembly meeting.</b>	
<b>Motion:</b> Florentin Smarandache	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**INFORMATION FACULTY ASSEMBLY PROFESSOR JOHN ZIMMERMAN**

## PRESIDENT'S REPORT

<b>Faculty Assembly President Professor John Zimmerman reported on the following:</b>	

Professor Zimmerman mentioned that the Ops Committee had met with the executive team prior to the Assembly meeting, and discussed the budget. The budget situation is fluid and frightening. No one knows what will happen in the next six to eight months. Per last week's brief, Mr. Robert Griego, UNM-Gallup's CFO, has been charged to form a committee to do environmental scanning and check with constituent groups on ways of handling budget shortfalls, reserves, and similar topics. However, we will not know for sure what the legislature will do until the session ends in March.

The Ops Committee recommended that the Assembly's Budget Review Committee be looped into this conversation and part of the process, to help administration and share the burden. This would be a good example of shared governance. All faculty can contribute feedback and have a role in supporting the admin team. The BRC has good representation from various groups, and the members also represent a range of expertise. They could become our conduit for answering questions about the budget. Professor Zimmerman added that this suggestion was well-received by the admin team. Given the extreme stress of the pandemic situation, shared governance can help to alleviate this and provide support and assistance.

Professor Zimmerman then reported on the scheduling optimization initiative. A few weeks back, Student Services Director Jayme McMahon was charged to optimize the schedule so students can graduate on time. While this work remains in her purview, it also needs the faculty perspective. This will come through the division chairs, and they have had a good, productive meeting with Director McMahon. Professor Zimmerman urged faculty to share their concerns about scheduling with the chairs.

Professor Zimmerman then finished his report and opened the floor for questions. One Assembly member suggested that faculty engage with Mr. Lee Lamb about service, classroom teaching, or research celebrations. These could be celebrated by the PR office on social media channels, and will help to advertise the UNM-Gallup brand. Faculty can also help with student engagement and keep track of students who have disengaged. While we all know that instructors are diligent, we will have to work harder on tracking students in online courses.

No other faculty had questions, so Professor Zimmerman turned the floor over to Dr. Daniel Primozic, Dean of Instruction for UNM-Gallup.

### INFORMATION

### DEAN'S REPORT

### DEAN DR. DANIEL PRIMOZIC

DISCUSSION	
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Dean Primozic first addressed a faculty question that had previously gone unanswered, about the start date of the Spring 2021 semester. We will begin on MLK Day, January 18<sup>th</sup>. This is in alignment with the Albuquerque campus calendar.

The Dean then spoke about a meeting he had attended with other Branch Deans; they had met with Dr. Margaret Menache from the Ombudsman's Office in Albuquerque. Dr. Menache wants to formulate a Branch Campus Coalition so that UNM-Gallup and the other branches will have mediators available to handle conflicts. Dean Primozic asked for anyone who wants to take mediator training to contact Dr. Menache, rather than him, and Professor Zimmerman put Dr. Menache's e-mail in the Zoom chat. The

Dean clarified that faculty from UNM-Gallup would not mediate problems on the Gallup campus, but at Taos, Valencia, or Los Alamos, while mediators from those campuses would come to ours. There would be too much conflict of interest for a Gallup faculty member with mediator training to do so here. The Dean warned Assembly members that this is rigorous training that usually occupies a whole weekend in Albuquerque, although given the pandemic, Dr. Menache may be able to arrange another venue of training.

Dean Primozic also offered some more comments on the program prioritization process, saying that it involved both compliance with HED requirements and help that might be needed with the budget adjustment after the state legislature session in June. Dr. Malm was able to offer to cover shortfalls with budget reserves. It was not immediately possible to do a greater shared governance approach due to faculty's absence from campus in the summer, but faculty members made up most of the ad hoc program prioritization committee, and it was rigorous work that the Dean is proud of. They attained consensus on every program

Other members of the admin team were then asked for reports if they wanted to give them, and Dr. James Malm, Chancellor of UNM-Gallup, spoke.

**INFORMATION**

**CHANCELLOR'S REPORT**

**DR. JAMES  
MALM**

DISCUSSION	
<p>Dr. Malm complimented Professor Zimmerman on his work with the admin team and the faculty. The Chancellor and the Faculty Assembly President began their weekly meetings a year ago to discuss strategic planning and branch happenings. These now include conversations with the Operations Committee on the Friday morning of the Assembly meetings. And the whole Assembly is also involved in the discussion of students' success, scheduling, and degree and certificate work.</p> <p>Dr. Malm then asked Student Services Director Jayme McMahon if she wished to offer any information.</p>	

**INFORMATION**

**DIRECTOR OF STUDENT  
SERVICES'S REPORT**

**DIRECTOR JAYME  
MCMAHON**

DISCUSSION	
<p>Director McMahon first thanked Professor Zimmerman and the Ops Committee for their work, and the the Dean for his information on the spring semester start date. She stated that while the official beginning of the term is on Jan. 18<sup>th</sup>, campus will be closed and everyone is off then. Classes will not begin until Tuesday the 19<sup>th</sup>. She then asked if faculty members had questions.</p> <p>One faculty member said that our current enrollment is low, and asked whether Covid or the high school student registration is part of the reason. Director McMahon agreed that concurrent students are not enrolled for the spring currently. They have to be readmitted every single semester. This is currently in process. Non-high-school students will probably register closer to Thanksgiving. Students are focused on finishing the fall semester's work right now. However, UNM-Gallup is still actively recruiting and admitting new students. These meetings for new students are held remotely, along with open sessions.</p> <p>Another instructor asked whether there are plans to support students and increase engagement. Director McMahon admitted that this is a challenge with COVID in the equation, although it is always a struggle. Our student demographic is changing, and not being on campus reduces the opportunity for one-on-one, casual student engagement such as seeing them in passing. However, Student Services still</p>	

reaches out; there are open sessions, students making appointments, adoption of text technologies, and people connecting students to resources. Being an advocate is something Director McMahon regularly spends time on. She is also working with the PR office and helping with targeted communications to students. This is not just about resources or scheduling, but also helping them understand what is available. She and the other Student Services staff have discussed that while structures to support students are in place, students are not using them often. Because of this, Director McMahon urged faculty to reach out to students; they may open up to us in a way that they will not with advisers. Faculty can also reach out to advisers for help.

Professor Zimmerman thanked Director McMahon for her information, and asked Mr. Robert Griego, the CFO, if he would like to offer a report.

**INFORMATION**

**CFO'S REPORT**

**MR. ROBERT GRIEGO**

DISCUSSION	
<p>Mr. Griego reiterated that there was a use of reserves to fill holes in the budget, and that \$900,000 has been funded. A few faculty have taken advantage of the retirement imitative, and there has been a full-time-reduction program put in place that can be used to take care of sick family members or recover from COVID. Mr. Griego stated that everyone is trying to keep the college alive. There will be more information on the budget in the future, after next year's legislative session.</p> <p>Professor Zimmerman added that Mr. Lee Lamb's office is building up UNM-Gallup's social media presence; they are reaching out to students on Snapchat, and many other channels faculty are not seeing. Mr. Lamb had presented a PR plan in the local advisory board meeting. Professor Zimmerman again encouraged faculty to send celebratory news to Mr. Lamb for dissemination.</p> <p>No faculty had more questions, so the executive team departed, and Professor Zimmerman gave the floor to Dr. Carolyn Kuchera, chair of the Curricula Committee.</p>	

**ACTION ITEM**

**CURRICULA COMMITTEE**

**DR. CAROLYN KUCHERA**

<p>Dr. Kuchera stated that the committee had met that morning, and approved 4 Form C's. These are for the deletion of programs and certificates, and were made at the suggestion of the program prioritization committee. Dr. Kuchera added that she would make the motion to approve the deletions. If anyone wanted to discuss why the programs were being deleted, she had the justification forms.</p> <p><b>I move to approve the Form C for the deletion of the certificate in Organizational Management and Public Administration.</b></p> <p><b>Motion:</b> Carolyn Kuchera  <b>Seconded:</b> Yes  <b>Discussion:</b> None  <b>Vote:</b> Unanimous  <b>Motion Carried:</b> Yes</p> <p><b>I move to approve the Form C for the deletion of the certificate in Collision Repair Tech.</b></p> <p><b>Motion:</b> Carolyn Kuchera</p>	

**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**I move to approve the Form C for the deletion of the certificate in Information Technology.**

**Motion:** Carolyn Kuchera  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**I move to approve the Form C for the deletion of the certificate in Bookkeeping.**

**Motion:** Carolyn Kuchera  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

Professor Zimmerman thanked Dr. Kuchera and the rest of the Curricula Committee for keeping up with their challenging work.

**INFORMATION**

**COMMITTEE REPORTS**

**COMMITTEE CHAIRS**

**DISCUSSION**

**Professor Zimmerman asked for committee reports:**

**UNMG Senator to ABQ:** Professor Alok Dhital gave the report. He said that the Albuquerque campus's October Faculty Senate meeting was canceled. However, the branch ad hoc committee had met. The main item on their agenda was increasing the success rate among the branch campus students who transfer to Albuquerque. They are planning to write a collaborative grant to fund this. As well, they discussed adding four-year programs to branches and asking Albuquerque campus representatives to attend transfer fairs at branch campuses. Professor Dhital explained that the ad hoc committee plans on a two-year program for their ideas: a year of research and planning, a second year of implementation.

Dr. Tracy Lassiter added that the ad hoc branch campus committee will try to become a permanent committee of the Faculty Senate, by doing the necessary paperwork and taking it to a Senate vote. This will promote branch campus voices.

As a final note, Professor Zimmerman stated that the four-year degree idea is popular with other branches as well. Taos, in particular, has lost some upper-level courses with the removal of the Extended University, but their faculty are still interested in teaching four-year classes.

**Budget Review Committee:** Dr. Bruce Gjeltema, the chair, reported that his committee is planning to meet with Mr. Griego and converse about the upcoming budgetary changes. Professor Zimmerman reiterated that the admin team had liked the idea of working with the BRC.

**Committee on Teaching Excellence:** Dr. Florentin Smarandache gave the report, as the chair was not present. He said that they have a meeting coming up next Friday, and that they have exchanged ideas by e-mail.

**Constitution and By-Laws Committee:** The chair, Professor Lilia Cuciuc, said the committee had no current work due to the lack of proposed changes to the constitution and by-laws, but would most likely meet in the spring if they had something before them then.

**CARC:** Professor Kelley Schukar, the chair, said that nothing major had happened, but she would be meeting one-on-one with the person in charge of assessment at the Albuquerque campus next week. She sent an e-mail as she could not attend. This should mean that UNM-Gallup faculty would soon know where we are delinquent on paperwork or anything else we need to do for assessment.

**Faculty Committee on Student Affairs:** This committee had no report and no current business.

**Curricula Committee:** Dr. Carolyn Kuchera said the committee had nothing to report beyond the action items already passed by the Assembly.

**Library Committee:** Dr. Arun Muthaiyan, the chair, gave the report. Their first meeting with their new members has happened, and Ms. Cecilia Stafford, the library director, gave a report on the COVID procedures followed in Zollinger. They had also talked about the loaner Wi-Fi hotspot devices for students to use for online classes. Their next meeting will be next week. Dr. Muthaiyan wanted to emphasize that the library staff is doing wonderful service on campus; they are still open to provide essential services.

Professor Zimmerman mentioned that this had also come up in the pre-Assembly meeting with administration, and invited Ms. Stafford to talk about it. He added that Ms. Stafford will be doing text messages with Mr. Lee Lamb to inform students about library services.

Ms. Stafford said that there is library computer access for students, and they have an appointment system. Their previously crowded, one-room computer lab is now spread out over the first floor to accommodate social distancing. She said the system is working well. The service desk phone number is on the front door, and students who do not have internet access at home can make an appointment by phone while on campus. Students who make immediate phone appointments on campus do need to sign a COVID screening survey, since they cannot do the COVID e-mail survey if they do not have a computer. This information is vital to students who want classes but don't have regular online access at home.

**Strategic Planning Committee:** Dr. John Burke, the chair, gave the report. He stated that the committee wants to collect ideas from faculty on how to connect with students, and how to lead students to learn about things like the information on the library that Ms. Stafford had just presented. The Strategic Planning Committee will come up with ideas that we can share across campus. Scheduling, budgeting, and PR, the initiatives that faculty, staff, and the admin team are working on together now, are all examples.

**Distance Learning Committee (ad hoc):** Dr. Yi-Wen Huang gave the report. She had sent out a previous e-mail about the online teaching conference to be held at the Valencia branch, and was pleased that UNM-Gallup had had good representation.

**Adjunct Faculty Affairs Committee (ad hoc):** Dr. Kristian Simcox, the chair, said that the committee had met a few weeks ago, and that committee members had generated ideas. He has managed to get hold of the current list of adjunct faculty info from Ms. Yatisha Yoe, and will set up an Outlook e-mail group for adjunct faculty. He also invited input from Faculty Assembly members.

**Diversity Committee:** Professor Zimmerman asked for input from Professor L. D. Lovett, the chair of the Diversity Committee, who was present. Professor Lovett said that the Diversity Committee is reacting to President Trump's executive order, which said that diversity training had to stop. The Diversity Committee has been awaiting further developments to see what their next step should be.

The Albuquerque campus and the branch campuses are also looking at educational standpoints, and how an instructor can weave material promoting diversity into the classroom. Professor Lovett has been in contact with the networking task force that has people doing DEI training on the other branch campuses. They have met a few times and looked at sharing resources. The Diversity Summit wants to form a task force from various branch campuses.

They are also interested in talking about outreach, such as trying to increase diversity and inclusion among faculty hires. That will mean looking at the job vacancies that have been filled in the past, as well as the fact that few are being filled right now. Professor Lovett is working with the division chairs to look at how we currently advertise jobs, and how we can expand advertising and job requirements to have a more diverse hiring pool.

Professor Zimmerman added that he and Professor Lovett would have a meeting with Vice-President for Equity and Inclusion at UNM, Dr. Assata Zerai, about DEI issues, next week. This information will be relayed at the Assembly meeting in January, focusing on DEI issues specific to the Gallup campus.

**INFORMATION**

**ANNOUNCEMENTS**

**VARIOUS**

One faculty member asked about teaching modalities, and if students know all the differences between remote arranged, remote scheduled, and other kinds of courses. He noted that the main campus has clearer notations on their schedule, while he receives questions from students about whether a class is completely online or hybrid. Dr. Ezzell responded that she had had a conversation with Director McMahan, and can say that these notations will be added in the comments section on our schedule so that students are informed of what the expectations are.

The next question asked was if there is a way to emphasize mandatory attendance for remote scheduled courses; students treat it as optional. Dr. Ezzell stated that there was no specific language in the schedule for hybrid classes that meet partially on Zoom, but that it should be possible to set up language for remote scheduled courses. Students should be meeting online for the remote scheduled ones, since it's an important requirement of the format. Hybrid classes are not going to be as clear.

The discussion then shifted to how to handle the news that students were reporting COVID-positive tests, such as how much flexibility to give them. Some faculty members who taught in lab format said that students who miss lab classes need to provide documentation for COVID tests. Other instructors teaching online said that they could be more flexible, and would grant considerations such as extended due dates.

Some faculty wondered if they needed to report students who have positive COVID tests to the university. Dr. Ezzell said that students who are positive need to fill out the daily questionnaire that asks if they have symptoms. Those reports go to SHAC, and SHAC will contact Director McMahon if they are Gallup students, or the appropriate campus otherwise.. If a student has symptoms but has not yet received a test, SHAC will be the one to determine if the student needs to get tested.

**ACTION ITEM****ADJOURNMENT**

**I move to adjourn.**

**Motion:** Antoinette Abeyta

**Seconded:** Yes

**Vote:** Unanimous

**Motion Carried:** Yes

**Meeting adjourned at 1:43 PM, by Faculty Assembly President Professor John Zimmerman.**

**Recorded by:** Keri Stevenson, Faculty Assembly Secretary, on October 16<sup>th</sup>, 2020