



Ms. Stafford reported that, despite the presence of some unanticipated work, the online elections for the Assembly went well. Some faculty members had noted that there was no “Thank you for participating” message at the end of the election ballot, so Ms. Stafford spoke with the Opinio staff about including one in the future. She is open to hearing from faculty about what wording of the acknowledgment they would like. She also invited faculty to pass along comments or suggestions about the online elections process.

This morning, she attended a meeting of the administrative leadership team for the last time as Assembly President. She and they will be trying to ramp up training and activities based around conflict management and working well together. This could mean a workshop or possibly more during Development Week in August, and they will also try to set up continuing activities throughout the year.

Ms. Stafford talked about professional development and people getting training to be up-to-date in their areas. We may need to update the processes and training as we move through them. These updates would make people more comfortable in their jobs and more invested in the campus.

Ms. Stafford moved on to announce the Nominations Committee and Assembly election results. As Dr. Florentin Smarandache, Chair of the Nominations Committee, could not be present, Ms. Stafford had his written report of the election results. There was a 63.38% return rate, which Ms. Stafford spoke about as low. She encouraged others to run for elected office and participate in the election in the future.

**Assembly President:** Professor John Zimmerman

**Assembly Vice-President:** Dr. Lewis Gambill

**Assembly Secretary:** Dr. Keri Stevenson

**Members of the Operations Committee:** Dr. John Burke, Dr. Matt Mingus, Ms. Cecilia Stafford

**Nominations Committee:** Dr. Arunachalam Muthaiyen, Professor Joe Sanchez, Dr. Lora Stone

Ms. Stafford concluded her report by saying that she hoped the Nominations Committee would encourage others to run for these positions next year. She then turned the floor over to Professor John Zimmerman, as the new Faculty Assembly President.

Professor Zimmerman thanked Ms. Stafford for serving as President and the other officers for serving as well, and thanked those who had put out their names for public positions, whether or not they were elected.

Faculty had no questions for the president, so Professor Zimmerman turned the floor over to the Dean of Instruction, Dr. Daniel Primozic.

**INFORMATION**

**DEAN OF INSTRUCTION'S  
REPORT**

**DEAN DR. DANIEL  
PRIMOZIC**

The Dean began his report with the announcement that he had read the 360-degree feedback report on himself. He will use it to set new goals, and he thanked faculty for their honest feedback.

He has also selected the chairs for the two new divisions created by the reorganization of the Arts & Sciences Division. Dean Primozic said that he had received many applications, and would be announcing the replacement chair for Professor Den Bleyker, who is retiring, shortly. The announcements and calls for votes will happen next week. The votes will be held by anonymous ballot.

One change the Dean does not yet plan to make is in terms of SAC's. He will do it slowly to give those

affected by the new policy a chance to adjust. He thanked faculty once more for their welcome to him this year and for their work alongside him, as well as expression of their concerns, before he ended his report.

No further concerns or questions arose, so Professor Zimmerman turned the floor over to Dr. James Malm, CEO of UNM-Gallup.

**INFORMATION**

**CEO'S REPORT**

**DR. JAMES MALM**

Dr. Malm began his report by thanking Ms. Cecilia Stafford for serving as Faculty Assembly President, and welcoming Professor John Zimmerman as the new President. He then moved on to discuss the administrative meeting this morning. Among the topics at the meeting were mutual respect and universal collegiality.

Dr. Malm mentioned that there had been a student celebration, including 20 students who had received awards at Skills USA, brought by Professor Ann Jarvis. Dr. Malm spoke about campus climate, and Dr. Abeyta and Professor Zimmerman were present to talk about campus safety and respect respectively.

The next announcement concerned good news, which Dr. Malm said would mean 4% raises for all campus employees for the next year. The state funded fifty-eight cents on the dollar for this raise, so our branch campus found the other money in the budget. We will also have the Charlie Morrissey African-American Art Museum, which will come to our campus permanently. This will present resources to help both the community and our students.

UNM-Gallup will also be republishing its five-year capital plan, Dr. Malm stated; the plan was proposed last year, and has received feedback from the constituent groups. UNM-Gallup will combine the two phases of the Career Technology Education building into one phase. This will cost \$2 million on GO bonds. The revised plan has removed the demolition of Lions Hall because we will need to have a different financial instrument than the GO bonds to fund the demolition.

Ongoing talks are also in place with the Associate Provost, Associate Deans, and public education officials to bring select B.A. degrees and M.A. degrees to the Gallup campus.

Dr. Malm then reminded faculty of the impending graduation. It will be on May 10<sup>th</sup> in the evening, at the Angelo Dipaolo Memorial Stadium.

Dr. Malm then opened the floor for questions. The first one concerned which employees on the Gallup campus the 4% raise applied to, and whether it included such diverse groups as faculty, staff, and custodians. Dr. Malm explained that it applied to every full-time eligible person on the payroll. He emphasized that the funding was not completely through the state. The governor vetoed an original 2% raise that was asked for, and mandated university presidents to fund the 4% raise. Albuquerque withdrew their own budget request because of problems with the funding.

The next question concerned whether the raise would also apply to adjunct faculty. Dr. Malm replied that this is a current debate, since while the administration wants to fund the raise for part-time faculty, they are not sure this group will be eligible.

No other faculty members had questions, so Dr. Malm finished his report, and Professor Zimmerman resumed the floor.

**INFORMATION****CFO'S REPORT****MR. ROBERT GRIEGO**

No CFO's report was given.	

**INFORMATION****DIRECTOR OF STUDENT SERVICES' REPORT****DIRECTOR JAYME MCMAHON**

No Director's report was given.	

**ACTION ITEM****AWARDING OF POSTHUMOUS DEGREE****PROFESSOR JOHN ZIMMERMAN**

<p>Professor Zimmerman announced that Director of Student Services Jayme McMahon had passed on a request to award a posthumous degree to a UNM-Gallup student named Chantell Howard. She had earned 62 credit hours and had 21 left to go before graduation when she died in August 2018.</p>	

**I make a motion that we approve the awarding of that posthumous degree.**

**Motion:** John Zimmerman

**Seconded:** Yes

**Discussion:** None

**Voice Vote:** Unanimous

**Motion Carried:** Yes

Professor Zimmerman said that he will put the news in a letter to send to the executive leadership team.

**DISCUSSION ITEM****ONLINE TEACHING****PROFESSOR JOHN ZIMMERMAN**

<p>Professor Zimmerman had asked for this discussion because he wants to collect concerns, recommendations, and information that might land outside the purview of the Dean's Online Task Force. This is meant as the larger discussion.</p>	

The discussion began with the statement that faculty control the delivery method of their instruction. If we need more online classes, the administration should spend more time explaining the benefits of providing it. Likewise, we should consider a cap for the number of online courses that can be taught by adjuncts. One faculty member provided a data point that some colleges say that only 15% or 20% of courses can be taught by adjuncts.

Other faculty were concerned that we needed to do some assessment of students' technology skills before they enroll in an online course. Assignments such as making videos for an online class may be beyond their skills. Likewise, training for adjuncts who wish to teach online should be made available. A standardized curriculum for some classes would help increase competency and diminish the amount of class-building that an adjunct who may receive a last-minute online course assignment would need to do.

One Assembly member brought up concerns about funding. Faculty would like to see this made available for professional development in online teaching as well as support for that teaching, including dedicated IT staff.

The discussion returned to training students in effective skills for online courses, and connected with the

previous statement that IT staff need to be available to help not only teachers but also students in those classes. Suggestions for spaces where this training might take place included the library, CAL, and Student Services if a position was added to their roster. Faculty called for institutional commitment to proper training for everyone who is involved in any kind of online work.

Other faculty members would like to see this commitment complemented by a commitment to technology. This might involve purchasing dedicated software to help produce videos and lessons as well as rooms set aside for instructors to create their own material. The new laptops that are being distributed do not always have the software that is necessary for professors to run their classes and show students up-to-date technology.

Faculty then commented concerning the nature of the training they believed students should receive for online courses. One Assembly member commented that other colleges implement required training for online students that is face-to-face. Students still struggle with accessing Learn, so the training should include some focus on that, as well as using Word and other basic computer skills for academic purposes. A dedicated Educational Technologist/Instructional Design position would be a start.

One faculty member asked whether numbers of online courses have been increasing. The answer was that they have, but were added to the schedule in Fall 2018 largely without the input of the division chairs. Faculty thought that division chairs in particular should have more of a say in how many online courses are scheduled, and in what areas. They were also concerned about online courses affecting face-to-face enrollment. They saw the division chairs as a way to carry faculty voices to the Dean and other members of the executive team.

One statistic presented was that 25% of all UNM-Gallup courses will be offered online for Fall 2019. One faculty member asked whether the campus would support online students from main campus. Others speculated that it may have been planned to pull students from other institutions due to our low tuition, but main campus has in the past objected to branches who “take” students from them. It was noted that at least one online instructor had current students from Albuquerque in one of their classes.

One question raised was whether McKinley Academy had affected online instruction by filling face-to-face classes and therefore urging college students who were not dual-enrolled to seek online classes instead. The answer was that while classes between 9 A.M. and 3 P.M. remain ideal for McKinley Academy students, the Academy itself may become interested in adding its students to evening courses. However, there was disagreement about whether this meant that students in the post-high-school demographic were being shut out of face-to-face courses or not. Experience among instructors in the 9 A.M.-3 P.M. block varied in how many McKinley Academy students versus non-Academy students their classes served.

Faculty proposed that the Ops Committee next discuss the concerns presented in the discussion. More concrete recommendations can also be presented by other committees and then approved by the Assembly to make their way to the leadership team.

DISCUSSION ITEM	TASK FORCE UPDATES	VARIOUS
<b>Professor John Zimmerman asked for Task Force updates:</b>		
<b>Adjunct Task Force:</b> Dr. Kristian Simcox gave the report. The task force has been working on a report outlining their efforts over the past several months. They have addressed workspace issues, including		

identifying new spaces where adjunct faculty may be able to work. They are also looking for lockers and storage for adjuncts. They want to make more technology available to adjunct faculty, as there is so much emphasis on the use of technology in the classroom. So far, they do not feel they have a clear response on the issue; while there are about five laptops available, it is not clear how adjuncts would be able to check them out. They have had a meeting with the CFO, and they may be able to find a budget for laptop and desktop purchases. The task force also mentioned having support for adjuncts teaching on Saturdays; in particular, technology can be more of a problem because IT staff is often not present on Saturdays.

On the problem of compensation, the task force has made some proposals. They will do research into what other institutions pay part-time faculty, and into increasing adjunct pay to adjust for inflation and merit raises for service. Because of this as well as other reasons, they would like to see the Adjunct Task Force reinstated next year.

Professor Kristi Wilson then discussed the Recognition of Years of Service Celebration that is being planned for Isabell Dischinny's retirement. Faculty can make small donations to Professor Wilson for Isabell's gift and to the potluck for the celebration. The plan is to purchase a specialized weaving comb for her and have a UNM logo embossed on it.

**CAL Task Force:** This task force had already submitted a report to Dean Primozić, so had no separate report to give.

**Cultural Diversity Task Force:** The chair of the task force was not present, so no report was given.

**Safety Task Force:** Dr. Carmela Lanza gave the report. She encouraged faculty to send agenda items for their meeting on Tuesday the 16<sup>th</sup>.

**Online Task Force:** Professor Jonathan Lumibao gave the report. He announced that there will be two online courses available that instruct professors in online teaching. One is Blackboard for Instructors, which is one credit hour, and lasts for the first four weeks of the summer session. The other is Online Curriculum Design and Instruction, which is three credit hours, and will run for the full eight weeks of the summer. Faculty can apply to UNM-Valencia, and send their names to Professor Sabrina Ezzell to get the application fee waived. As well, Elaine Clark and Soledad Garcia-King, instructors from UNM-Valencia, will be on campus on May 6<sup>th</sup> from 10:45-11:45 AM for a Q&A sessions in SSTC 200 about online instruction.

Professor Lumibao also reported that Student Services will be offering online orientation sessions, and there have been sessions scheduled for June 4<sup>th</sup> and 5<sup>th</sup>. Shynal Robinson will be hosting these sessions. Regular online orientation should be in place by spring of 2020.

One faculty member added clarification that if faculty wished to register for the classes at UNM-Valencia, we should contact the registrar there. We will have to complete an online application, but not send a transcript or ACT or SAT score. UNM-Gallup faculty will be registered as non-degree graduate students.

Other Assembly members discussed the Quality Matters training, which is recommended to bring online courses and instructors up to standard. It is possible that the Dean's office might pay for the training. One faculty member who had been through the training said that it was grueling, taking two weeks. However, since Quality Matters certification will probably be necessary for all online courses in the future, those faculty who plan to teach online will likely want to complete it. There may also be courses available through Continuing Education on main campus. They are typically hybrid courses, involving only two face-to-face meetings. Faculty may be able to get them paid for through our tuition remission.

**ACTION ITEM****CURRICULA COMMITTEE****DR. MATT MINGUS**

DISCUSSION	
<p>Dr. Mingus explained that due to changes in the UNM core and different areas, the Curricula Committee had received a Form C that needed the Assembly's approval. Certain science classes will now be in the EMS core.</p> <p><b>I make a motion to approve a Form C. It is a change to the Associate's of Science in Emergency Medical Services.</b></p> <p><b>Motion:</b> Matt Mingus  <b>Seconded:</b> Yes  <b>Discussion:</b> One faculty member wanted to know whether the Form C was for Emergency Medical Services or Emergency Medical Technology; Dr. Mingus clarified that it was for Emergency Medical Services, not Technology.  <b>Voice Vote:</b> Unanimous  <b>Motion Carried:</b> Yes</p>	

**INFORMATION****COMMITTEE REPORTS****COMMITTEE CHAIRS**

DISCUSSION	
<p><b>President Zimmerman asked for committee reports:</b></p> <p><b>UNM-Gallup Senator to Albuquerque:</b> Dr. Tracy Lassiter gave the report. The main campus is still struggling with their budget shortfall. They have had to cut back on free tuition scholarships and offer fewer programs. There is likely to still be a pipeline of students from San Juan College to Albuquerque thanks to its academy. Dr. Lassiter said that the Faculty Senate's next meeting is Tuesday the 23<sup>rd</sup>, and as the Gallup Assembly would not meet again this semester, she would send an e-mail with significant news.</p> <p><b>Budget Review Committee:</b> Dr. Bruce Gjeltema gave the report. The committee is setting up for next year by collecting budget requests from faculty. One faculty member asked about the timeline, and Dr. Gjeltema said that they intended to begin gathering information in the fall, to have a presentation ready by January.</p> <p><b>Teaching Excellence Committee:</b> There was no report given as the chair was not present.</p> <p><b>Constitution and By-laws Committee:</b> This committee is currently on standby as they anticipate that the Arts &amp; Sciences Division reorganization will make a change in the constitution and by-laws. There is a possibility that further changes will include codifying task forces.</p> <p><b>CARC:</b> This committee will hold its next meeting in two weeks and will elect a new chair.</p> <p><b>Faculty Committee on Student Affairs:</b> Dr. Bruce Gjeltema, the chair, reported no new business.</p> <p><b>Curricula Committee:</b> This committee's next meeting is during the upcoming week. They warned that they may need to approve some forms through e-mail because there are so many, including some that fit the requirements for the state changes in core. They promised to explain the forms in detail if this becomes necessary. Professor Zimmerman said that the Operations Committee will also talk about the</p>	

matter. As a last announcement, the committee said that they will hold an election for chair and vice-chair.

**Library Committee:** This committee will also meet next week. Ms. Stafford, the Library Director, announced a good turn-out for Mr. McGarrity, the Santa Fe mystery author who was invited to speak a few weeks ago. This afternoon, the library will be hosting Jimmy Santiago Baca in collaboration with the Octavia Fellin Public Library. Ms. Stafford said that they are trying to work more with the public library in general.

**Strategic Planning Committee:** Professor Zimmerman thanked the faculty for turning in the survey he had distributed at the last meeting. The committee has now met and used the faculty's feedback to establish a handful of top priorities. They will create an implementation plan with specific steps, timeframes, and people who are responsible for putting the steps in place and meeting the deadlines. They expect this to take some time and work.

Among other priorities, the committee will focus on best practices in teaching, perhaps as a collaboration with the Teaching Excellence Committee. These practices will likely include literacy, math, critical thinking, good citizenship, technology use, communication, collegiality, openness, and empathy. In general, they will try to steer the campus towards positivity. They will also seek to facilitate the hiring of a full-time grant coordinator, asking the Budget Review Committee for help with this, and the building up of current programs and creation of new ones. Professor Zimmerman stated that the committee intends to make decisions based on data, evidence, and best practices.

**DISCUSSION**

**OTHER BUSINESS**

**VARIOUS**

**DISCUSSION**

**Professor Zimmerman opened the floor for comment on other business:**

Medals won by the UNM-Gallup Skills USA group who went to Albuquerque were announced: three gold, three silver, and three group and one individual bronze. The group of 39 students competed across four days. Their strong performance means they will have the ability to compete in the national competition in Louisville, KY.

Dr. Sharma announced that she had traveled with six students to NMSU. Three of these students will be selected to take part in a summer institution. The students had the opportunity to ask questions of the faculty who presented research. This program is a Bridge to the Baccalaureate Program at NMSU, and students could choose faculty in specific areas of research to work with.

There are currently two more weeks for students to apply for the summer research experience; its emphasis is in civil engineering, math, earth science, and computer science.

There have been two more students selected in sciences to do summer research at the University of Georgia.

The Construction Tech program has finished the Habitat for Humanity house its members were working on and will be giving the keys away this month.



**ACTION ITEM****ADJOURNMENT**

<b>DISCUSSION</b>	
<b>Motion to adjourn:</b> Antoinette Abeyta	
<b>Seconded:</b> Yes	
<b>Voice vote:</b> Unanimously approved	
<b>Motion carried:</b> Yes	
<b>Meeting adjourned at 1:34 PM, by Faculty Assembly President Professor John Zimmerman.</b>	
<b>Recorded by:</b> Keri Stevenson, Faculty Assembly Secretary on April 12 <sup>th</sup> , 2019.	