



Faculty Assembly Meeting

MINUTES	September 20th, 2019	12:30 PM	GSSTC 200
MEETING CALLED BY:	Professor John Zimmerman, Faculty Assembly President		
MINUTES TAKEN BY:	Keri Stevenson, Faculty Assembly Secretary		
FACULTY ATTENDEES:	Antoinette Abeyta, John Burke, Neysa Cox, Tara DeYoung, Robert Encinio, Jim Fisk, Bruce Gjeltema, Elizabeth Herron, Shirley Heying, Yi-Wen Huang, Floyd Kezele, Tim Knowles, Carolyn Kuchera, Carmela Lanza, Tracy Lassiter, Matt Mingus, Byron Moore, Cecille Perales, Smita Rashid, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Keri Stevenson, Rachael Stewart, Kristi Wilson, Woodcock, and John Zimmerman.		
GUESTS:	Rob Hunter, Finnie Coleman		

ACTION	APPROVAL OF AGENDA	PROFESSOR JOHN ZIMMERMAN
DISCUSSION		
<p>I move to approve the agenda.</p> <p>Motion: John Burke Seconded: Yes Discussion: Dr. Kuchera asked to add Form C’s from the Curricula Committee to the agenda as an action item. Voice Vote: Unanimously approved as amended Motion Carried: Yes</p>		

ACTION	APPROVAL OF MINUTES	PROFESSOR JOHN ZIMMERMAN
DISCUSSION		
<p>I move to approve the minutes from the August 16th, 2019 UNMG Faculty Assembly meeting.</p> <p>Motion: Matt Mingus Seconded: Yes Discussion: None Voice Vote: Unanimous Motion Carried: Yes</p>		

INFORMATION	FACULTY ASSEMBLY PRESIDENT’S REPORT	PROFESSOR JOHN ZIMMERMAN

Faculty Assembly President Professor John Zimmerman reported on the following:

Professor Zimmerman first called for a moment of silence for Marilee Petranovich, who had recently passed away, which the Assembly observed. He stated that we would move forward by continuing our work for the good of our students and community, as she would have wanted.

Professor Zimmerman then discussed the visit of some members of the Ops Committee to the administration's Open Office Hours this morning. It was discussed, and agreed, that only some members of the executive team will attend Assembly meetings if they do not give substantial reports. At this meeting, those members were Dean of Instruction Dr. Daniel Primozic and CFO Robert Griego.

The next part of Professor Zimmerman's report concerned the Faculty Assembly Committees, and the attempt by the Ops Committee to create some equity in their work and more forward action. Currently, the Curricula Committee has the heaviest load. Professor Zimmerman stressed that the Assembly has received an invitation from Dr. Malm to practice shared governance and actually engage the committees in the work that the administration is doing on behalf of this institution. We do not know for sure what that will look like, but Dr. Malm wants to use the faculty's knowledge and skills. Accordingly, it will be important for committee chairs to plan meetings, and most chairs have contacted Professor Zimmerman to inform him that they are doing so. Professor Zimmerman has decided to carve out time each day for working on the committee rosters, which should aid the chairs in their work.

Professor Zimmerman added that this is a rare opportunity, as Dr. Malm is one of the first administrators to reach out to the faculty. This work may require rewriting some committee charges or adding to them. The Constitution & By-Laws Committee may therefore become busy.

The President then moved on to an update on the self-evaluation by the administration concerning their support for grant funding. Dean Primozic has contacted some people on main campus who should help them in moving forward. He stated that the first step for any faculty member interested in obtaining a grant is to go to their division chair, as the chairs can get support effectively. Faculty may also receive grant-writing training, which would ideally be on the UNM-Gallup campus.

Professor Zimmerman reported that the Dean will take the recommendation made by the Curricula Committee on the topics course policy and reiterate it to the chairs. The fine also recommend by the committee may not be implemented, as Dr. Malm is in favor of another punishment. One faculty member asked for clarification on the policy, as they were not sure why it had to be recommended at all. The explanation came down to some division chairs in the past not filing the paperwork to turn topics courses into regular courses, instead letting them run semester-by-semester. The new policy is meant to limit topics courses to a reasonable amount of time, or to establish them in the catalog.

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

INFORMATION

**DEAN OF INSTRUCTION'S
REPORT**

**DEAN DR. DANIEL
PRIMOZIC**

Dean Primozic greeted the faculty and wished them a good semester. He emphasized the need for faculty input as they moved forward with the academic program prioritization. The deadline for this program prioritization is at the end of the semester. The Dean believes the Faculty Assembly should

handle things in their own way. This may be done the same way as the last program prioritization or in some different manner. The administration wants enough time to add faculty input to the process.

Dean Primozic also mentioned the deadline for CFO Robert Griego to come up with a five-year budget plan, which is November 1st. He invited faculty input on this as well.

Since Dean Primozic will be on leave next week, Professor Joe Kee, Jr., will be holding the responsibility for the Dean while he's gone, as he is the senior division chair. Dean Primozic asked the faculty to talk to Professor Kee if issues arise while he's gone.

Dean Primozic then apologized for the e-mail that he had sent out some days before. He stressed that he does see the faculty of UNM-Gallup as professional educators, which he felt was not stated in the e-mail.

The Dean then opened the floor for questions. The first one concerned the Faculty Professional Development Committee; the faculty member asked for a change in the committee's current rule of granting money for one conference per year only. The Dean replied that they had changed the criteria to make the application and money-granting processes more rigorous; they will be putting these facts on the website for public viewing. On being asked if the faculty could receive a standard amount of money, as used to be the case, the Dean explained that this has been discussed. The committee will report on these decisions in the future, after considering them.

The next question concerned where the FPDC's presence would be on the website. Since they are under the Dean's purview, he will retain oversight, and they will likely be linked from there.

Members of the FPDC committee who were present then explained another reason for the decision. The guidelines for faculty travel spending need to be strict so as not to get in trouble with main campus. When faculty members remarked that a certain amount of money per faculty member used to be the standard, both Dean Primozic and Professor Zimmerman asked for the conversation to be held in the future rather than during the currently Assembly meeting. Professor Zimmerman said it will be put on the agenda for the next Faculty Assembly meeting. The FPDC chair, Professor Smita Rashid, added that the committee had made the change from a standard amount of money to one conference per faculty member because of a concern that all the committee's funds could be used up if many faculty members attended multiple conferences.

The last few questions concerned the program prioritization process, and whether the Dean could work with the division chairs to set up clear parameters for expectations from faculty during the program process. The Dean promised that the process will be clarified and that Brittany Babycos, as IR, representative, will be involved. Someone asked whether the process was the index review last time, and the Dean said yes, but that this process will potentially be different.

No other questions arose, so the Dean of Instruction finished his report, and Professor Zimmerman turned over the floor to Robert Griego, CFO of UNM-Gallup.

INFORMATION

CFO'S REPORT

MR. ROBERT GRIEGO

CFO Robert Griego commented on the Dean of Instruction's report; while the last program prioritization was financial, this one is not, and concerns the academic programs. Therefore, faculty will be heavily involved in this round.

CFO Griego then gave updates on the campus's infrastructure. The physical plant is currently going in. There has been a revised five-year-plan for capital outlay, under which the construction of the new CCTEI building (with the I standing for Innovation) is scheduled to begin in 2022. The CFO stressed there are decisions to be made about the new building beyond basic construction, such as how much space will be needed for which programs. This is a decision that the prioritization process should make. What would be moved into the old building is also something that needs to be talked about.

Mr. Griego then mentioned the multi-year budget plan deadline, November 1st. This is an external deadline that main campus has asked our campus to complete. The administration team does want faculty involvement in the financial aspects. Usually, by February, the budget process is done. Mr. Griego acknowledged that this is even quicker, at the instigation of the new Vice-President of Finance on main campus. This plan is meant to cover the past several years and also look ahead, answering such questions as: Where have we been? What are past accomplishments? He will share this document with the Budget Review Committee. While it was not done last year, it should still be a reflective document. Next year will involve adjustment of projections from this document and the like.

Mr. Griego also clarified that this is a forecast of the future, not the budget for next year. This should be support for the budget, however. Mr. Griego will also be placing the report for financial Period II on the website soon.

The CFO reached the end of his report. Professor Zimmerman reclaimed the floor and turned it over to Dr. Finnie Coleman, the current Faculty Senate President of the University of New Mexico.

DISCUSSION ITEM

**WELCOME TO
FINNIE COLEMAN**

**PROFESSOR JOHN
ZIMMERMAN**

Professor Zimmerman introduced Dr. Finnie Coleman, the current President of the Faculty Senate. Dr. Coleman thanked the Assembly for the invitation and said that he appreciated the beauty of the UNM-Gallup campus. He also thanked Dr. Tracy Lassiter for the tour of the campus she had given him.

Dr. Coleman mentioned that he disapproved of faculty pay being cut for teaching overloads and summer classes. He had been part of a Faculty Governance retreat on main campus that stressed the Faculty Senate wants stronger relationships with branch campuses. He thinks colleagues should support each other, although the Faculty Senate itself will remain neutral, as not all its members are on one side.

Dr. Coleman also emphasized that he wanted to see more mutual visits back and forth between the campuses. The main campus should have a say in the faculty development on campuses such as the Gallup branch, in order to offer more resources for it. The Faculty Senate is not in charge of the resources, and does not have its own budget for it, but Dr. Coleman wanted to change that. He stated that he has been elected to serve two years as Senate President, and invited the Gallup faculty to main campus.

One particular discussions with University Counsel that Dr. Coleman is involved with is about asking for handwritten notes for deliberations, which from time to time are requested. Dr. Coleman believes that this will affect admissions, scholarships, promotion and tenure. If the notes are asked for, the current process right now is to turn them over without question. Dr. Coleman believed that this could affect research if confidential access to certain libraries or collections was compromised. Discussion and possibly change of this policy, he stated, should be proactive, done before it becomes a problem.

Dr. Coleman then moved on to discussing the budget forecast for the main campus. They had predicted being in the hole \$3.5 million, but they are also facing the loss of an additional \$500,000 because of lost university fees.

Dr. Coleman finished his discussion and asked for questions. One faculty member stated that they appreciated his support for UNM-Gallup faculty having more resources, and asked about the process on main campus for faculty to receive funding. Dr. Coleman stated that he believes the best thing would be to have a budget under faculty control. This would allow faculty to have resources for branch campus visits to main campus, and for mileage reimbursement or possibly hotel costs.

Dr. Coleman mentioned that gas and oil monies in New Mexico state revenues have risen to nearly \$900 million now. He thinks faculty should be able to share in this new money, and he is trying to reinvigorate the main campus budget committee. The Provost will receive a proposal for a new budget from the Senate. The current Vice-President of Finances has a good mindset, and Dr. Coleman believes the Senate will be able to work with her.

The next question concerned how Dr. Coleman will maintain accountability from the main campus to the branches. Dr. Coleman answered that he hopes to see more social opportunities on main campus for branch campus faculty—not only meetings, but parties and celebrations. He also thinks that the Operations Committee on main campus should visit the branches more often. This accountability is a two-way street and has to be built on more than personal relationships.

One faculty member asked about possible compensation for the Curricula Committee chair on main campus. It has been hard to meet this committee in the past because they could not find a chair, and the asking faculty member believed more compensation would help. Dr. Coleman reassured the Assembly that the Senate will ask for more SAC's. Council chairs currently receive SAC's, as they are in charge of several committees, but this is something that should have more participation in the future. While this might result in a glut of volunteers, otherwise the lack of them leads to the assumption that no one wants to be chair. The process will be set up so that chairs are chosen at the end of the spring semester, and thus begin the academic year with some experience. Dr. Coleman is also in favor of more Service Awards.

The last question concerned benefits for branch campus students, such as the UNM main campus ID's that they had in the past and free transportation to athletic games, which have both been discontinued. Dr. Coleman said that some problems like this should be fixable, and asked for a list, compiled by either the Assembly or Senators Dr. Lassiter and Dr. Heying, so that he could look at it.

As Dr. Coleman had reached the end of his allotted time, Professor Zimmerman thanked him for coming and the Assembly gave him a round of applause.

DISCUSSION ITEM

ONLINE INSTRUCTION

**PROFESSOR JOHN
ZIMMERMAN**

Professor Zimmerman began the discussion by explaining that in the past, online instruction was a fairly contentious issue. He noted that the committee may want to report. This is also meant as a wrap-up to the April discussion and to present issues the faculty as a whole can move forward on. The Ops Committee has put together a form by combining some issues as a way to get faculty voices to the administration (see attachment). Professor Zimmerman asked faculty to fill out this form so we would have more of an idea where the Assembly stood.

Dr. Yi-Wen Huang, the chair of the Online Teaching Committee, said that they have been discussing some of the issues. In the future, they want to become a Faculty Assembly Committee. Currently, they are somewhere between a task force and a committee; although Dean Primozić has expressed interest in having the Online Teaching Committee become an Assembly Committee, he has not yet made a formal request to the Ops Committee. Until then, Online Teaching remains under his oversight.

The Committee has been trying to learn from other branches regarding online instruction, and has discussed moving forward by writing a new charge and by-laws. However, they will need to have a conversation with the Dean about their next step. They noted that they had brought up some of the issues on the form, and asked whether they should be considering by-laws at all. Professor Zimmerman responded that the conversation with the Dean of Instruction should happen soon so that they can determine their future.

Some faculty asked what would happen if they had concerns although they do not teach online. Dr. Huang replied that she would prefer all the concerns to go through her committee.

Faculty then began to discuss certain problems with online instruction in mathematics. One of them is that the online system does not translate fractions and other symbols well. Dr. Smarandache would like to have a whiteboard-like piece of infrastructure incorporated into Blackboard so that he would not have to write out the symbols on a piece of paper and scan them for the students. Also, the available publishers use different systems of notation, which increases the difficulty. A member of the Assembly then pointed out that one of the statements on the form distributed at the meeting concerned such infrastructure, but, in response to questions, stated that it does not yet exist.

Other faculty made the point that this is a more directed conversation, one not meant to take place entirely outside the committee's purview. This will outline faculty concerns and provide a way for other committees to be involved, such as planning for the infrastructure perhaps coming through Strategic Planning.

The next question was about whether someone would be hired to handle this kind of support and infrastructure. Other members pointed out that this will be up to the faculty to decide, and that perhaps the hiring would be handled through the Online Teaching Committee. Faculty then decided in favor of collecting this information, compiling it, and giving it to the committee. The committee will then bring solutions and policies to the Assembly for discussion.

Members of the committee stated their confusion about whether they belong to a committee or a task force. They declared themselves in favor of having better communication with the Ops Committee, becoming a Faculty Assembly Committee, and future collaboration with other committees. Dr. Huang especially stressed this last point.

The Faculty Assembly gave their preference forms to Dr. Huang, and it was decided that the Online Teaching Committee will bring some ideas about how to deal with the faculty preferences raised on the forms to the October Assembly meeting.

ACTION ITEM

CURRICULA COMMITTEE

DR. CAROLYN KUCHERA

Dr. Kuchera, chair of the Curricula Committee, asked the Faculty Assembly to vote on two Form C's that the committee had considered that morning.

I move to consider them as a block.

Motion: Carolyn Kuchera
Seconded: Yes
Discussion: None
Voice Vote: Unanimous
Motion Carried: Yes.

Dr. Kuchera explained that the Form C's were to change the name of the Early Childhood Multicultural Education program to Early Childhood Education, in accordance with main campus's current practice, and the second is a reduction of gen ed credits in accordance with the state changes to the general education core. The Associate's will go down to 60 credits, and the certificate down to 30.

I move to approve these forms.

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

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION	
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President Zimmerman asked for committee reports:

UNM-G Senator to Albuquerque: Dr. Tracy Lassiter gave the report. She told the Assembly that over the summer, Dr. Coleman sent a survey on important issues to all Senators, and that the Senate wants to present the results to the Board of Regents. Dr. Lassiter also reported that they had heard about the Faculty Senate retreat Dr. Coleman had talked about, and that she sees strong support for the branches on main campus. We also have support from the Regents and the Provost. Dr. Lassiter was hopeful that this means some of our branch concerns are now being heard.

Budget Review Committee: Dr Bruce Gjeltema gave the report. He said that the committee has not met formally yet, but will be working with the CFO and giving input on the budget and the five-year plan. Professor Zimmerman charged him to meet as soon as possible, elect a chair (as the position is currently vacant), and come up with a deliverable to report to the Assembly.

Teaching Excellence Committee: Professor Zimmerman noted that the chair, Professor Chris Platero, is currently ill; he will be trying to get a meeting together.

Constitution and By-Laws: This committee has not met yet, because they are waiting to see the new changes to the constitution and by-laws, and get a picture of the scope of their work.

CARC: Professor Tom Kaus gave the report. The committee has an updated list of members and the dates when reports are due. They want to see people in charge of programs only fill out the plan, which is the first part of the document, while they wait on others. Main campus is requiring reports for Areas VI and VII, Second Languages and Fine Arts, by the fourth Friday in October.

Faculty Committee on Student Affairs: Dr. Bruce Gjeltema, the chair of this committee, said they will be meeting soon and setting parameters.

Curricula Committee: Dr. Carolyn Kuchera had no report in addition to the items already voted on.

Library Committee: Dr. Florentin Smarandache gave the report. This committee had a meeting today. They had to elect a new Secretary, and plan to meet again in October. They talked about library activities: new partnerships with the Octavia Fellin library and the El Morro Events Center. There will be a Banned Books Week event next week, and in October the library will host the *Red Mesa Review* celebration. They also discussed Pro-Quest software, about which Dr. Smarandache delegated Ms. Cecilia Stafford to speak. She said there are new resources and new tabs available on the websites. She had also given an EndNote presentation during Development Week. Mr. Jim Fisk added that he is showing a film twice next week, *The Bookshop*, as part of the Banned Books Week events.

Strategic Planning Committee: This committee plans to meet on Monday. Dr. Lewis Gambill will organize the meeting, elect a chair, and start to figure out what they want to do.

DISCUSSION	OTHER BUSINESS	VARIOUS
DISCUSSION		
Professor Zimmerman opened the floor for comment on other business:		
The Library Committee announced that it needs three more members due to some members reaching term limits and stepping down; those interested can speak to Dr. Smarandache or Ms. Stafford.		

ACTION ITEM	ADJOURNMENT
DISCUSSION	
Motion to adjourn: Matt Mingus	
Seconded: Yes	
Voice vote: Unanimously approved	
Motion carried: Yes	
Meeting adjourned at 1:45 PM, by Faculty Assembly President Professor John Zimmerman.	
Recorded by: Keri Stevenson, Faculty Assembly Secretary on September 20 th , 2019.	

Attachment

Important Issues in Online Instruction

The Ops Committee has identified a number of issues that should be addressed in online instruction at the UNM-Gallup campus (taken from the concerns voiced by Assembly members at the April 12th, 2019 Faculty Assembly meeting). As well, beneath these concerns are two blank lines for all faculty members to list concerns about online instruction that they do not think are covered by the ones already listed and would like to see addressed. Please rank these issues, including the ones you add, in their order of importance, where 1= most important.

Rank # _____: Ways to determine percentage of online courses/faculty and division chair control over course delivery methods

Rank # _____: Need for continuous assessment of online courses to ensure that they are meeting the highest standards—including assessment of retention, failure and passing rates, graduation rates, and demographics of students in online courses, as well as comparison with face-to-face courses

Rank # _____: Training and infrastructure support for students taking and faculty teaching online courses.

Rank # _____: _____

Rank #: _____
