

MINUTES OCTOBER 18, 2013 12:30 PM CALVIN HALL 100

MEETING CALLED BY	Erica McFadden, Faculty Senate President
NOTE TAKER	Carolyn Kuchera
FACULTY AT- TENDEES	
GUESTS	

### Agenda topics

# 1. Approval of agenda

Motion: Lewis Gambill Seconded: Anneke Lundberg Voice vote: Approved

# 2. Approval of September minutes

Motion: Paula Watt Seconded: Laura Blaylock Voice vote: Approved

INFORMATION	REPORT FROM FACULTY SENATE PRESI-	EDICA MCEADDEN
INFORMATION	DENT	ERICA MCFADDEN

# DISCUSSION

Safety Plan- in place works with McKinley County. The plan is unpublished for privacy reasons. Test-runs have been conducted and a system is in place. In emergency, move to safe, locked location call police and then director's office. An information sheet was distributed at the meeting.

Dr. Buggie- Active Shooter video available from main campus. Dr. Buggie recommends and McFadden says she'll investigate.

Faculty Lounge- Operations Comm. Decided to host a social hour in November. Merille Petranovitch is assisting in preparation. An information sheet was November 13, noon-1, in SSTC #200. Bring your own lunch. For faculty, staff, and administrators. Staff Senate Pres. Mark Lago (sp?) and Pres. McFadden are making arrangements for a December social event, hosted by staff.

Lobo Pink Day- October 24th. Pres. McFadden encourages participation by wearing pink on that day.

Faculty Recognition- Prof. Wilkins's book and Prof. Dyc's book to be displayed. Professors Kee and Wheeler contributed their work on Star Wars. Prof. Roberts to contribute art. Prof. Zimmerman to build display case for display in Gurley Hall and permanent display in Calvin 100

# INFORMATION REPORT FROM THE EXECUTIVE DIRECTOR DR. CHRISTOPHER DYER

Dr. Dyer couldn't attend.
Adopt-a-campus: suggests departments identify a piece of campus near their building and develop a plan for its care. Work with Ron Petranovich.
Donor Appreciation event- to honor ALL who've given to UNM-G over its history.
Unused scholarship money, untouched for years, a committee is formed to disperse this quarter million in funds to students with a 3.00 GPA and above.
Childcare to open slowly in Spring and to grow over time. Seeking external funding.

Student housing: an identified priority.

Workforce Summit- scheduled for Jan 30th

Curriculum development- conversations with land donors seeking additional funding to develop faculty lines to teach new courses in high growth areas.

Physical Plant- seeking to move it from existing location, and perhaps combine with IT.

Library basement- making it useable.

Questions-

Lora Stone on Code 3 and 6. Can you confirm that we don't need to meet the requirements in UNM faculty manual? The Dean says he will address this.

#### INFORMATION

# REPORT FROM THE DEAN OF INSTRUCTION

DR. NEAL MANGHAM

Regarding printing issues: the students most affected will be given bookstore vouchers to offset their losses.

Dr. Dyer sends his regrets for missing the meeting.

Dr. Dyer supports the addition of additional funds to the Faculty Professional Development Fund for spring semester. The amount has yet to be determined.

Also related to Professional Activities: (1) A process for distributing course releases for writing proposals for grant support. It will need to be an actual course release. An overload cannot be done. A way to evaluate the outcome will need to be developed. (2) Summer research support. A fund to be established for grants to fund summer research. Amount available is undecided.

Renovation continues.

# DISCUSSION

Dean search- 26 applications in pool as of this morning. Dr. Dyer has issued appointment letters to committee members (Dyc, Watt, Mingus, Loera, Arviso, Eastridge, Cambill, Jarvis, Martin). In that letter, Dyer asks committee to select their Chair as first order of business. Also pressing: developing a list of questions for the various stages of the interview process. These will need to be written and approved be OEO and faculty contracts office soon.

Academic Strategic Plan- $2^{nd}$  draft will be distributed via email by the Dean by the end of the month. Changes and additions are being made per faculty suggestions.

Faculty profile pages on the web: Webmaster Carmen Wellborn is working on creating a web presence for the campus. A faculty profile questionnaire form will be distributed for faculty to fill out for faculty web pages. A picture is requested. Participation strongly encouraged but not required.

Funding for the purchase of additional equipment: a list will be compiled and priority purchasing will be done by the year-end. If you need equipment in the lab or classroom, give your request to your division chair.

### INFORMATION

# REPORT FROM THE INTERIM STUDENT SERVICES DIRECTOR

**SUZETTE WYACO** 

Not present

DISCUSSION

REPORT FROM THE DIRECTOR OF BUSI-NESS OPERATIONS

TIMOTHY MARTIN

INFORMATION

Network and printer problems persist.

Jim Blackshear to explain. 2 issues: (1) Logging on. A networking issue. Stabilized, not fixed. All labs are currently working. Notify IT if an issue arises. "They'll get on it right away." (2) Printing. The cooperation of ABQ is required but hasn't been received.

Rank and Tenure is moving to electronic submissions. Testing is being done. 5 scanning stations to be installed on campus. Will be taken care of in the next few days.

Prof. Lundberg brings up an issue she's having with emailing students.

An admin assistant search is underway for IT.

#### INFORMATION

#### DEAN SEARCH UPDATES AND DISCUSSION ERICA MCFADDEN

#### DISCUSSION

Any questions for the dean regarding the search process? (No questions)

#### Any suggestions?

Gjeltima: expresses that it's unfortunate the Director couldn't be present for this discussion. Expresses disappointment over committee make up and lack of faculty input into the membership of that committee. The recommendation made by A &S Division has been disregarded. "Seems like a disregard of faculty will." Dean says he'll bring these concerns to Dr. Dyer.

The Dean reports that the Exec Dir wanted a committee representing all ranks, all programs, all areas.

Gjeltima: suggests the committee is chaired by a full professor. Stone concurs. Lundberg finds this unnecessary and believes the committee should decide. Watt concurs. And adds that it would be helpful that the chair have knowledge of institutional history. Elvira Martin suggests more minority representation on the committee (Sayers and Wahid concur).

Lundberg: asks if we're on schedule for hiring. The committee will make decision regarding whether the deadline is extended.

Casebolt: We need to emphasize the importance of instructional background, having served at least three years as full professor in order to adequately represent faculty.

Watt: suggests a question regarding experience with the rank and tenure process be asked during interview

Dean in response to Wheeler's question about the process: Committee will review all applications to make sure they meet minimum requirements. A matrix has been prepared listing all the preferred requirements. Applications are rated using a numerical scale. From that group, the committee selects individuals for phone interviews. Then the committee will deliberate and determine if a Skype-round of preliminary interviews is necessary. Then the committee will choose a group for campus visits. The committee is responsible for developing an itinerary, including meetings with faculty. Dean, Merillee and Suzette have been asked to meet with the final candidates by Dr. Dyer. The committee will make recommendations to Dr. Dyer (one or more candidates). Dr Dyer will determine preferred candidate. That person's name will be presented to whole faculty for advice in the form of a secret ballot (support/ no support).

Committee members will weight the preferred qualifications.

Will this committee receive training? Lundberg recommends training because 3 members are new hires to this campus. Sayers backs Lundberg's recommendation.

McFadden: What if faculty doesn't approve anonymous survey? Dean: The candidate isn't hired.

McFadden stresses the importance of faculty participation in candidate forums.

Martin: Reminds us he'll be coming from the administrative side in his role on the committee

Dean: the search coordinator will be Jody Sowers because she has the most experience, and a great relationship with Faculty Contracts and OEO.

Lundberg: requests an email if the committee membership changes.

# **ANNOUNCEMENTS / OTHER**

# Committee Updates:

Constitution and By-Laws- standing committees need to turn in revisions to their by-laws to Olson or Casebolt by the end of the month for approval by November meeting. To date, less than half the committees have complied. McFadden pledges

to work with committees to ensure this happens on time.

Yi-Wen- Credit to be given through learning central ask her to summarize for me

Lundberg- library is weeding out books. These books cannot be sold because of library's non-profit section. Faculty are asked to review books to be discarded in their field. Emails will be sent to faculty, who are encouraged to come to library.

Woodcock-faculty awards: committee will meet in January to review nominations and distribute awards. Additional members are being sought.

Rachel (committee): announcement regarding intramural sports

Motion to adjourn: Paula Watt

Seconded: Jim Sayers

Recorded by: Carolyn Kuchera, Faculty Senate Secretary on October 18, 2013.