

Faculty Assembly Meeting

MINUTES

FEBRUARY 17, 2017

12:30 PM

CALVIN HALL 248

MEETING CALLED BY:	Smith Rashid, Faculty Assembly Vice President (Dr. Lora Stone is at a Mediation Training at UNM Albuquerque today)
MINUTES TAKEN BY:	Shirley Heying, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, Shawnadine Becenti John Burke, Stephen Buggie, J. Alonso Cabriales, Lilia Cuciuc, Irene Den Bleyker, Robert Encinio, Sabrina Ezzell, Jim Fisk, Lewis Gambill, Bruce Gjeltema, Kathy Head, Rachel Hewett-Beah, Shirley Heying, Yi-Wen Huang, Floyd Kezele, Carolyn Kuchera, Tracy Lassiter, Jonathan Lumibao, Matt Mingus, Arunachalam Muthaiyan, Smita Rashid, Ann Sander, Kamala Sharma, Kristian Simcox, Florentin Smarandache, Cecilia Stafford, Rachel Stewart, Ernesto Watchman, Maria Winfield, Gayle Woodcock, John Zimmerman
GUESTS:	Jayme McMahon and Dean Ken Roberts

ACTION ITEM **APPROVAL OF MEETING AGENDA** **SMITA RASHID**

DISCUSSION	
<p>I move to amend the agenda for today's February 17, 2017 UNMG Faculty Assembly meeting to add on to the Curricula Committee action items an additional action item to approve Form B for ENG 110L.</p> <p>Motion: Matt Mingus Seconded: Yes Discussion: Bruce Gjeltema also requested that the Committee on Student Affairs be added to the committee reports in order to discuss the revised Student Grievance Procedures. Voice Vote: Unanimously approved Motion Carried: Yes</p> <p>I move to approve the amended agenda for today's February 17, 2017 UNMG Faculty Assembly meeting.</p> <p>Motion: John Zimmerman Seconded: Yes Discussion: No further discussion Voice Vote: Unanimously approved Motion Carried: Yes</p>	

ACTION ITEM **APPROVAL OF MEETING MINUTES** **SMITA RASHID**

DISCUSSION	
<p>I move to approve the minutes from the November 18, 2016 meeting of the UNMG Faculty Assembly.</p> <p>Motion: Matt Mingus Seconded: Yes Discussion: None Voice Vote: Unanimously approved Motion carried: Yes</p>	

Smith Rashid shared that Dr. Lora Stone, the Faculty Assembly President, is attending a Mediation Training at the UNM Albuquerque campus today and consequently, is not able to be in attendance at our meeting. Smita had no further items to report for today's meeting.

DISCUSSION

Dean Ken Roberts provided the following report:

Chairs' Council: The council is working extremely hard on some concrete detail-kind of projects. They are trying to put all the pieces in place in heading toward a merit-pay systems of some kind for all faculty. If and when it is approved by this body (the Faculty Assembly), one of the pieces of the puzzle that Dean Roberts would like to alert all faculty to is that the end-of-year reports from faculty at times have been very thorough and other times they are quite slight. This is the individual faculty report to their chairs. Faculty are obliged to give a detailed written report and without that, your chair really can't do much. The Faculty Handbook reference is B4.2.3(b) and it tells you what minimally needs to be in your annual evaluation dossier. Dean Roberts would like faculty to give some thought to that and certainly to also include some kind of data on your students and your classes. Faculty are encouraged to give as much data and information to their chairs as possible, especially in the form of backup documentation. If you serve on a committee, include what you have done on the committee. Dean Roberts argues that we don't want the impression that there are only 15 heavy-lifters in this room. He stated that we have to have everyone contributing, but the chairs cannot give you credit without there being evidence. And remember that with the equity formula we just went through, there is a possibility of a very small amount of dollars for each person this summer—just a small increment, but it helps—but as Dean Roberts' letter to each faculty that was approved by UNM Legal stated, you are only eligible for that small amount of money if your chair judges you to be meritorious in your work. The emphasis is on faculty to prove to your chair that you have been meritorious. Dean Roberts encouraged faculty to start thinking about that.

Section F Revisions: Dean Roberts next shared that he is going to be in Albuquerque next week working on the Section F revisions of which Dr. Lora Stone has been keeping faculty informed. The AF&T committee want to go through the revisions in great detail. Dean Roberts noted that faculty can be assured that nothing will be passed thorough the governance committee without AF&T approval. He also noted that F9, which deals with promotions, tenure and annual evaluations, includes language that has been deliberately made inclusive of teaching so that the language says, for example, that professional development and scholarly work are acceptable and professional development work that leads to the enhancement of a faculty member's teaching towards excellence is encouraged. So, it is casting a very broad net, but there are some faculty who may want to go that route and the bottom line is what is most important for this campus is teaching. We have to fit to that need, which is teaching. That does not diminish anybody's scholarly work, but it opens the door for the other part of our mission.

GOALS survey: Dean Roberts thanked the Teaching Excellence Committee for launching the survey. The results have started to come back. He noted that those faculty who use surveys in their research know that such instruments have to be fine-tuned. The first 10 surveys Dean Roberts got back in relation to the first question on the survey—regarding whether there are any programs or certificates which we do not presently offer at UNMG that faculty would like to see offered—revealed that 5 out of the 10 responded "yes." Dean Roberts noted that they need to go back to the survey and tweak it to encourage more information from that category (rather than just a "yes" or "no" response).

Budget committee: Dean Roberts is on the Budget Committee and noted that Rick's report is available as a hand-out at the meeting today. On behalf of Academic Affairs, Dean Roberts will answer any questions on Rick's behalf today. He furthered that he has witnessed in the past two years a remarkable financial self-regulation on the part of faculty here at UNMG. It all comes out of successful shared governance and in particular, the curriculum committee. Dean Roberts further defined financial self-regulation by stating that if shared governance is going according to plan as it should, then the faculty are deciding what is redundant and where we should put our money and where we should not put our money. For example, this year we are teaching out four programs and that's because the faculty voted for that. The Academic Affairs division, in terms of the budget and finance, are actually ahead of the game. We have already made sacrifices. Dean Roberts noted that Debbie passed, but she will not be replaced. That is the sacrifice the Dean's office is making. As the Faculty Assembly decides to switch programs, faculty may not be replaced in those areas nor should they be. Dean Roberts is trying to make sure that nothing productive that is done in Academic Affairs in terms of faculty and teaching is impacted at all and that is best done by faculty by looking hard at everything we do and deciding what should and should not stay. Dean Roberts then asked faculty if they had any questions about Rick's report or Academic Affairs.

A question was raised regarding travel reimbursement and purchasing issues and whether information will be collected on some of the issues faculty are experiencing, especially given that there are some substantial issues occurring. Dean Roberts stated that until recently, the administrative assistants in each division handled travel. Rick followed a model used on main campus and at the other branches to centralize travel reimbursement into one position. Dean Roberts responded that this position might not be the right answer for our campus. Dean Roberts is working with Jody to bring the academic assistants back into the loop with travel reimbursements so that they will work with Belinda. Belinda is not being cut out of the picture. The forms have to go through her because she is the only one who can authorize the payments, but we do have some great administrative assistants who know the process.

Another question was asked regarding the recruitment of a fulltime tenure-track psychology professor in lieu of Dr. Buggie's upcoming retirement and whether it is affected by the current hiring freeze. Dean Roberts responded that there is not really a hiring freeze for faculty. There is for staff, he believes, but for faculty, if there is a need to replace a person and it is a productive position, that person will be replaced. Dean Roberts is desperately hoping that we don't have the turnover this year that we had last year. Dean Roberts noted that we have a brilliant group of new faculty and he hopes we can keep them happy. He hopes they will not leave us this semester *en masse*. If the resignations do start to happen, Dean Roberts responded that we need to look at each position. If it is a productive position, we will replace that person. Specifically with Dr. Buggie's position, Dean Roberts is hoping to have someone teach four of Dr. Buggie's courses as an adjunct as a way to save money. Dean Roberts stated that they will not likely replace Dr. Buggie's position for the fall, but they will learn from the adjunct position in the fall and see if it works out. If not, they will reconsider filling the position with a fulltime tenure-track position, but just not immediately.

A final question was raised regarding whether the administrative assistants will coordinate the travel reimbursements going forward and how faculty will know which travel reimbursements and arrangements should be handled by Belinda. Dean Roberts responded that everything should come to Jody first and she needs to make sure it is approved. Then it goes to Dean Roberts for his signature and then he signs the form. Then the material should go back to the administrative assistant in their area and they can start the process in conjunction with Belinda. Most of the preliminary work should be done by the administrative assistants. They know how to do it and what sites to go to for processing the payments. A follow-up question was asked about who handles the mini-grants and associated travel reimbursement. Dean Roberts responded that he never sees the mini-grants as they do not fall under the Dean's office. They go directly to Rick Goshorn. All faculty travel not related to the mini-grants must go through the Dean's office. Dean Roberts stated that all mini-grant purchases and travel reimbursements go to Belinda.

Student Affairs Director Jayme McMahon reported the following:

1. Graduation Numbers: Jayme's team finished certifying all our graduates for fall 2016. There were 55 Associate's degrees that were confirmed and 28 certificates. These numbers are fairly standard for fall and they are hoping for spring that the numbers go up.

2. Spring Enrollment: Census day for reporting was Feb 3, 2017 and at that time, our enrollment was 2,187, which is down from last spring. Last spring we were at 2,312. So, we did see about a 5% reduction in enrollment from one spring to the next. With that being said, each of the campuses and most colleges and universities are seeing an enrollment decline. This is national trend and we are not immune even though we are unique with our population. We are also down in credit hours. We have seen a decrease in CTE enrollment this semester, which has declined. That contributes to both head count and credit hours because each of those students takes a bundle of courses. So, that is something that has impacted our enrollment. Another interesting thing that Jayme's team is looking at is student fulltime/part-time status. In the past five years, we have seen about 50-50 fulltime/part-time status for our students. So, half of our students were enrolled fulltime and half part-time. This year, we have seen a big decline in our fulltime enrollment. We have almost 10% fewer fulltime status students than last spring. Roughly 950 students are enrolled fulltime now and the rest are part-time. We are also seeing a decline in the number of female students enrolling fulltime. Jayme is happy to send out the enrollment report to faculty if they are interested. Another interesting tidbit and one that Jayme's team is going to have to figure out is the way they are admitting students. This semester there were 1,593 re-admit students, which means that over 1,500 students had stopped out at some point and now are returning after being out of the pipeline for a year. That's a lot and is a huge number compared to what they have seen in the past. Jayme is not sure if the numbers are due to a classification error with processing (because that would mean 1,593 of 2,187 students enrolled this semester are re-admits) or if they truly are re-admits. Jayme is not sure if there is a classification error that is happening with processing or if it truly is that we have a huge number of re-admits coming in each semester. We also had 451 new freshmen enrolling this spring, which is about average for spring enrollment. Fall enrollment will have more freshmen coming in and spring is fairly consistent. Jayme asked that faculty let her know if they want to get the detailed report and she is happy to provide it.

3. Advisement: Jayme next noted that most faculty are familiar with the advisement changes that she has talked about over the past few months. They have been implementing a new caseload system with advisement. Advisors are now seeing students by alpha. Jayme's goal with that is to do more intrusive work with our students. Before, it was just kind of like waiting to see who comes in to see the advisors and the students would get who they get or who they requested. There was no way to track where a student was and how they were progressing, if they changed programs, what their long-term goals were, if they were on a transfer track, etc. There was no way to track probation students or our students who were on a financial aid contract. We lose a lot of students because of their inability to stay in good academic standing. That's how our advisors are going to be prioritizing their caseloads right now. So, that is something Jayme's team is working on right now. They are also changing how they see students. They are encouraging more appointment-based advisement. Right now there is a huge need in Student Affairs to increase the amount of support they are providing to our advisement staff and to our students. Jayme is going to be looking at a restructuring of her division so that she can allocate more resources where they are needed. With the population that we serve, Jayme noted that they need to be much more proactive with our students and that cannot be done with only four regular fulltime advisors. Each of them have a caseload of between 600-700 students and that is too much to do with the constant reaching out to students that we need to happen. So, there could be more changes with advisement as we start the new academic year (2017-2018).

4. Institutional Assessment Days: All the raw data came back from online surveys that were administered back in October and that is all incorporated into Academic Affairs's assessment plans. Each of the departments in Jayme's division has a formal assessment plan that they have created with the Office of

Assessment that is evaluated every year. IAD online surveys feed into that evaluation process. Once Jayme's team gets the raw data, they have to create some action plans and follow up reports. Those plans and reports all have been submitted to the provost's office. They are available for faculty to look at online if you go to <http://IAD.unm.edu> to see the online reports. You can look at the follow-up reports for fall 2015 and fall 2016 should be uploaded soon. Jayme would like to send a "shout-out" to advisement. In fall 2015, they only had satisfaction rating of 71% with advisement specifically. In fall 2016, it increased to an 83% satisfaction rating, which is a substantial increase and Jayme hopes to see a continued increase. There is also a lot of interesting data about the overall college student experience and why students have selected to attend UNMG. All of that is going to tie into our satisfaction and priority surveys that they also conducted in October. Jayme cannot tell us when she will have a full presentation ready because it is a lot of data to go through, but she is working on that. If want to look at any of this information in the raw or reporting format, let Jayme know and she will send it to you.

5. Mandatory Title IX Training for Students: UNM has entered into an agreement with DOJ (Department of Justice) regarding how the university deals with Title IX issues, specifically sexual assault and sexual misconduct. One requirement is that every student receive training on sexual assault and sexual misconduct. New students must receive face-to-face training and continuing students will have to take online training similar to what faculty and staff have to take annually. Jayme's team is still trying to figure out what they are going to do when students do not take the training. In March, Jayme's team will be doing some training-of-trainers sessions. Jayme has identified a group of individuals who will be our certified Title IX trainers for this campus and then they will roll out some face-to-face trainings as well. Jayme is trying to schedule those trainings around the same time that NSO (New Student Orientation) trainings are happening, but not the same day as the training is about 3-4 hours long. So, there is no way they can tie that into NSO. They barely can get students to show up for the full NSO and stay engaged. Jayme's team is looking at ways to create more of a captive audience with students. Valencia is going to tie the training to financial aid. Jayme does not necessarily agree with that, but she is going to have to figure out some kind of system. The training requirement applies to all students, including certificate students. Students set to graduate this semester aren't going to be required to complete the training because Jayme's team is just rolling it out at this point. Our trainers will be trained by Albuquerque trainers in March and then Jayme will reach out to freshman students who enrolled for the first time this spring semester to come and do the training to get it completed. Main campus has been a little unrealistic because they assume students will show up voluntarily for these trainings, while the branch campuses realize it will be hard to get students to attend voluntarily. So, Jayme's team is looking at incentives for attendance. Jayme also wants to make sure we have plenty of resources readily available because we know so many of our students experience trauma specifically related to sexual violence and domestic violence. Jayme wants to make sure we have support ready if something comes up for students at one of those sessions. With that, there is going to be some kind of opt-out procedure, Jayme just doesn't know what that is yet.

A question was raised regarding whether faculty are mandatory reporters. Jayme will find out because there has been some confusion. For staff, it is built into specific position descriptions, but Jayme is not sure about faculty. It seems that unless you are part of an organization that is a non-required reporter like LGBTQ, Women's Resource or LoboRespect, then you have to err on the side of being a mandated reported. John Zimmerman shared that he attended a recent chairs school meeting and this issue came up. The facilitator noted that faculty are mandatory reporters and that if faculty sense a student is going to report something that they should tell the student they are mandatory reporters before the student reveals the information. Jayme is working to institutionalized the LGBTQ Center and have funds allocated to it. That is a place that students could go to speak with someone without it being reported. Jayme is the Title IX main contact for this campus. Jayme oversees the Title IX issues and works as a liaison with Heather Cowan (main campus Title IX coordinator), OEO and UNM Legal. We have seen an influx in Title IX issues such as dating violence, stalking and sexual harassment cases. If a student comes to faculty, you can put them into contact with Jayme.

6. Graduation for Spring Semester: Spring commencement is set for Saturday, May 13, 2017 at 11:00a.m at the Angelo DiPaolo Memorial Stadium (Gallup public school stadium).

Rick Goshorn is not able to attend today's meeting due to a family emergency. He did provide hand-outs pertaining to financial information that he would like to share with faculty. The hand-outs were made available at the start of the meeting today.

Dr. Dyer is not able to attend the meeting today. In lieu of meeting with the Faculty Assembly, Dr. Dyer's administrative assistant, Christy Butler, emailed various documents to all faculty for review prior to today's meeting.

DISCUSSION

Faculty Assembly Vice President Smith Rashid stated that the Faculty Assembly meeting now move into executive session. Only fulltime UNMG faculty and elected adjunct representatives are to remain for the Executive Session of the Faculty Assembly meeting.

Move: Smita Rashid
Second: Yes
Discussion: None
Call the Question: None
Voice Vote: Unanimously approved
Motion Carried: Yes

..... EXECUTIVE SESSION

DISCUSSION

Faculty Assembly president Dr. Lora Stone has emailed the Section F revisions to all faculty for their review prior to today's meeting. Today, the faculty will only vote on the approval of the revisions. Because the revisions have already been reviewed in full by faculty and discussion has already taken place, they are not open for discussion today. They are strictly open for a vote only for faculty approval today.

I move to approve the revised Section F10: Role and Function of UNM Branch Community College.

Move: Robert Encinio
Second: Yes
Discussion: None
Call the Question: None
Voice Vote: Unanimously approved
Motion Carried: Yes

**DISCUSSION AND
ACTION ITEM**

SECTION F REVISION APPROVAL

SMITA RASHID

DISCUSSION

I moved to approve the revised Section F70: Articulation, Degree Approval, Transfer of Course Credit, and Approval of Credentialing Standards.

Move: Dr. Carolyn Kuchera
Second: Yes
Discussion: None
Call the Question: None
Voice Vote: Unanimously approved
Motion Carried: Yes

**DISCUSSION AND
ACTION ITEM**

SECTION F REVISION APPROVAL

SMITA RASHID

DISCUSSION

I moved to approve the revised Section F100: Teaching Load.

Move: Robert Encinio
Second: Yes
Discussion: None
Call the Question: None
Voice Vote: Unanimously approved
Motion Carried: Yes

**DISCUSSION AND
ACTION ITEMS**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

Curricula Committee chair, Dr. Matt Mingus, presented the faculty with several curricula items that need approval today. The first is MATH109, which is a lab course for trigonometry and is part of the new concentration in math, physics and engineering in the AS in science. It has been requested by the math faculty.

I move to approve Form B for MATH 109.

Motion: Dr. Matt Mingus
Second: Yes
Discussion: None
Voice Vote: Unanimously approved
Motion carried: Yes

**DISCUSSION AND
ACTION ITEMS**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

The next item Matt presented was the Form B approval of ENG110L that would add a lab for ENG110 as part of the pilot program in the English co-requisite model. Professors Kuchera and Lanza are piloting a section of that program in the fall and in order to provide students with the extra time required by the co-requisite model, we need a lab to tack onto that ENG110 course. Therefore, this is a request from English faculty to create that lab.

I move to approve Form B ENG110-L adding a lab to ENG110.

Motion: Matt Mingus

Second: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

**DISCUSSION AND
ACTION ITEMS**

CURRICULA COMMITTEE

DR. MATT MINGUS

DISCUSSION

The final item from the curricula committee that requires a faculty vote is the Form A deletion of course numbers no longer used in the state-wide standardization nursing program. These deletions were requested by the nursing faculty.

I move to approve, as a bloc, the Form A deletion of NURS245, NURS243, NURS234, NURS232, NURS230, NURS131, NURS130, NURS115, NURS110, AND NURS242L

Motion: Dr. Matt Mingus

Second: Yes

Discussion: None

Voice Vote: Unanimously approved

Motion carried: Yes

DISCUSSION ITEM

MERIT PAY COMMITTEE

DR. LEWIS GAMBILL

DISCUSSION

Dr. Lewis Gambill opened the discussion by commenting that he hoped that the faculty had a chance to look over the merit pay information that he had sent out via email earlier in the week. He continued by stating that the committee is working on the initial stages of developing a merit pay system and are now asking faculty for feedback. This is not an action item today but rather is an open discussion. The Dean already spoke about faculty annual reviews, but the committee wants to get something in place in terms of merit pay. Lewis provided faculty in attendance with an excerpt of the document that Dr. Gjeltema brought to the committee. The document is currently in its most simplistic form. They have it set up where teaching would count for twice as much, but that is up for discussion. This document is just a starting point. Lewis then asked if there were any questions or comments faculty had. The following are the questions and discussion comments presented by faculty:

1. A statement was made regarding carefully considering professional development and scholarship and whether they are considered equally in the performance measures. Additional clarification about the weight of professional development and scholarship is requested.
2. Question regarding faculty leave: If a faculty member takes parental or family leave for a year, how do we cope with that in terms of our performance review for that year in which leave occurred? Do we do a 2 or 3-year average for the performance review and merit pay? How would that factor in exactly? Sabbaticals would also need to be addressed and how would performance be measured regarding sabbatical leave?
3. Concern was raised about a potential merit pay quota. It was stated that there may not be enough funding to cover all faculty who met merit pay requirements and are eligible for merit pay. It doesn't seem fair if only the top 10 people who met requirements, actually get merit pay because could become combative between faculty. If you meet the requirements, you should get merit pay. That seems more palatable versus placing a cap on the number who can actually get the merit pay.
4. A comment was made that much of the faculty-related performance requirements are mandated by main campus and they don't work on this campus. For example, the IDEA evaluation of faculty used to take place

using paper forms. Now we have moved to the online evaluation forms and fewer students actually complete the forms. With paper forms, we had higher returns on the number of students completing them than the computer response forms get. In addition, some programs on this campus have students enrolled who cannot access the online IDEA survey. Are our CCTE teachers going to be short-changed on student evaluations because their students don't have access to the online IDEA survey? CCTE students didn't get the forms in the past and are having problems with log-ins. It was suggested the faculty members actually take their students to the computer lab to complete the survey; however, in the past, faculty had to leave the classroom when students completed the paper forms. Wouldn't taking them to a computer lab and staying in the room with our students cause prejudiced responses? In addition, are there going to be standards put into place regarding peer evaluators? If a peer comes into your classroom for 10 minutes to evaluate you, while other peer evaluators stay for the entire class period, is that a fair evaluation? Are there going to be minimum requirements on how we are evaluated?

5. Question about plans for specific evaluation instruments for service and scholarship or judgement of chairs. So far up to chairs. Decision made at chair levels. Chair determines this assessment. Chairs Counsel working on criteria but not all inclusive. Incumbent on faculty member to talk about how service impacts teaching and education. Criteria will provide guidelines but open-ended. Performance criteria form is being finalized.

6. Another comment was made that we need a clear standard for what counts and what doesn't regarding merit pay.

Dr. Gambill asked if faculty recommend that the proposed model be accepted or not?

1. A faculty member noted that there would be some difficulty with this model. One issue would be how to standardize things. For example, in the past an individual got release time for working on a service learning report and produced a report that was only six pages long. How do we standardize these types of processes?

2. A question was asked regarding the model for merit pay and whether it takes into consideration administrative leave. How would that relate to the required teaching load of 15 hours? Leave is an aspect of the whole process, but where does that fall? Does the division chair have to write a justification letter with the leave request? How does SAC payment factor in? Would you get a merit pay increase if you also receive a SAC? (SAC requires a deliverable – so one must judge the deliverable).

3. A recommendation was made that a full faculty discussion with the merit pay committee take place once the actual performance criteria are selected. Need to make sure there is alignment between the performance criteria and merit pay.

Dr. Gambill asked if there were further comments or questions. There were none. He stated that he would research the questions raised in this discussion and get back to faculty with answers.

DISCUSSION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION		
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Budget Review Committee: Nothing to report.

Committee on Teaching Excellence: Robert Encinio reported that the committee finished the GOAL survey and there will be some tweaking by the Dean's office. They are happy with how the survey turned out and the committee will be having an upcoming meeting this Thursday.

Constitution and Bylaws Committee: Nothing to report.

CARC: Tom Kaus reported that the committee received about 20 assessment plans and reports and got together last week. They wrote an overall assessment report and submitted it to ABQ main campus provost's office. The provost office reply was that what we provided was perfect. CARC met almost every

week in October, November, December and January. There is a lot of work involved with assessment. They still have to write one more report based on the general education requirements.

Committee on Students Affairs Committee: Bruce Gjeltema noted that the previous Student Grievances Procedures had been discontinued and that UNMG had been falling back on main campus' Pathfinder processes. There is a paragraph in Pathfinder that states that each campus should be providing their own grievance procedures, particularly being able to identify the specific actors in procedures. The committee worked on that and there is a copy of the updated procedures provided today at this meeting. Bruce shared that when a student comes to faculty with a complaint about another faculty member, it can short-circuit the entire formal system. We all need to send the student back to their faculty member to first work through the problem informally and not go into details with the student regarding the conflict. Students are often reluctant to do this, but it is part of their responsibility as adult students. Faculty should resist the temptation to step in and be a direct advocate for the student. Instead, have the student engage in the grievance procedure. Encourage students to follow the informal process and then the formal process if the conflict is not resolved. With the formal process, the committee then becomes the main investigator of the case. The updated procedures put UNMG in compliance with Pathfinder. Student Affairs will publish the revised procedures and we will have a system in place that will deal with any of these academic disputes between faculty and students.

Curricula Committee: The committee met today. At their next meeting, they are looking at program reviews for the Associate's and the Certificate in ECME, the AA in Business Administration and the AS in Nursing. At the meeting today, they received several requests for physical education programs that are trying to become permanent. Those will come before this body at the next meeting. The committee adopted a new program review instrument that will go into effect for fall 2018 that puts us more in alignment with main campus and what they require for branches during accreditation. In their next meeting, they will discuss the elimination of the AA degrees in elementary and secondary pre-professional education. Education will move over to the AA in Liberal Arts and probably will become concentrations in the AA degree. They next meet March 24, 2017 at 9:30a.m.

Ethics and Academic Freedom Committee: Nothing to report.

Library Committee: They met today and are in the process of making plans for national library week in April 2017. They also discussed the reconstruction work at the library.

Long Range Planning and Resource Committee: John Zimmerman reported that he sent out a survey link via email to all faculty and many faculty have filled it out, which is greatly appreciated. The survey is asking 2 questions: 1) What are needs of division as you see them? and 2) How can we address those needs through some kind of long-range strategic plan? The committee needs feedback from everyone. John asked that faculty please fill out the survey. The committee met for 3.5 to 4 hours a few weeks ago. They are honing in on a few things based on the feedback received thus far. The number one thing is our students. Our long-range plan is to more effectively serve our students and make this a student-centered campus. This is the top priority of the long-range plan. The second important area is faculty support and development. This is a wide category in which many things can fit. The committee would like to have big subheadings for students and faculty and then have points under each with specific actions on how to actually address those points. So, this will not simply be a plan that we say we have, but will be a living document that we will actively work on in order to improve things for both students and faculty across this campus, which is why it is so important to get faculty feedback.

RSC: Nothing to report.

Faculty Professional Development Committee: The committee would like to require applications due at the end of each month rather than the first week of each month so that they have enough time to review applications. They are still working on how to adjust to providing information to Belinda or the administrative assistants within each division. The committee also has changed the application a bit and are still working on tweaking it, but they would like to finalize the revised application and send it out as soon as possible. There is a cap of \$2,000 per faculty member. Anything above that is the faculty member's responsibility, meaning they must pay for it out-of-pocket. Smita kindly reminded faculty to

please attach a conference agenda with their application and the acceptance letter if you are presenting. A faculty member asked if it is possible to get an email from the committee regarding whether or not an application has been approved. Smita noted that there have been issues with meetings in past, so they didn't have access to applications. They are now moving forward and the committee will have clear communication with applicants.

INFORMATION	ANNOUNCEMENTS	FACULTY MEMBERS IN ATTENDANCE
DISCUSSION		
<p>Dr. Tracy Lassiter announced that UNMG is commemorating women's history month with a month-long Women's HERstory celebration. Faculty will be provided with updates and information next week on the upcoming HERstory Month events.</p> <p>John Zimmerman announced that there are two artist lectures coming up. Isadora Stowe, who currently has work on display in the gallery, will speak February 22, 2017 at 5:30pm in CH248 and Monday March 6, 2017 at 5:30p.m in CH248 is the next exhibition by Raven Chacon, a Navajo artist from this area. He is a sound and video artist. John will send out announcements to remind faculty and their students of these upcoming events.</p> <p>Zollinger Library is hosting a book reading, signing and reception of Anna Redsand on Monday, February 27, 2017 at 6:00p.m. in the library. Faculty can check that out via Marilee's announcements and the library's Facebook page.</p> <p>There will be a K-drama event hosted by the UNMG Asian Club on March 1, which will be catered by Panda Express. There will also be a martial arts exchange hosted by the Asian Club on April 1, 2017. Flyers will be coming out soon.</p> <p>Smita reminded faculty that the next two Faculty Assembly meetings are scheduled for March 24, 2017 at 12:30p.m. in CH248 and April 21, 2017 in CH248.</p>		

ACTION	ADJOURNMENT
DISCUSSION	
<p>Motion to adjourn.</p> <p>Motion: Matt Mingus Second: Yes Voice Vote: Unanimously approved. Motion carried: Yes</p> <p>Meeting Adjourned at 1:59p.m. by Faculty Assembly Vice President Smita Rashid</p> <p>Recorded by: Shirley Heying, Faculty Assembly Secretary on February 17, 2017</p>	