Faculty Senate Meeting

MINUTES

SEPTEMBER 18, 2015 12:30 PM **CH 248**

MEETING CALLED BY	**Lora Stone, Faculty Senate President**
NOTE TAKER	Shirley Heying, Secretary
FACULTY ATTENDEES	Antoinette Abeyta, Frank Amankonah, Stephen Buggie, Gloria Dyc, Christopher Dyer, Robert Encinio, Jim Fisk, Robert Galin, Lewis Gambill, Bruce Gjeltema, Myrriah Gomez, Al Henderson, Rachel Hewett-Beah, Shirley Heying, Yi-Wen Huang, Ann Jarvis, Thomas Kaus, Floyd Kezele, Carolyn Kuchera, Carmela Lanza, Frank Loera, Robin Lasiloo, Elvira Martin, Matthew Mingus, Kyle Nuske, Smita Poudel Rashid, Kamala Sharma, Florentine Smarandache, Kristian Simcox, Rachael Stewart, Lora Stone, and Maria Winfield.
GUESTS	Sarah Piano (Big Brothers/Big Sisters), Dr. Christopher Dyer, Jayme McMahon, and Richard Goshorn

Agenda topics

ACTION **APPROVAL OF AGENDA** **LORA STONE**

DISCUSSION	

I move to approve the agenda.

Motion: Robert Galin
Seconded: Lewis Gambill
Discussion: None
Voice Vote: Unanimous approve
Motion Carried: **Yes**

ACTION **APPROVAL OF MEETING MINUTES** **DR. LORA STONE**

DISCUSSION	

I move to approve the minutes as amended from August 14, 2015 meeting of the UNMG Faculty Senate.

Motion: Robert Galin
Seconded: Matt Mingus
Discussion: Dr. Yi-Wen Huang requested a revision on page 9 of the minutes. The dollar amount should be $500 not $100 for the mini-grant. She also asked that her name be spelled correctly as Yi-Wen Huang. Dr. Sharma requested that on page 9 the student of whom she spoke at the last meeting is currently in a postdoctoral program. She has not yet completed the postdoc as stated in the minutes. Dr. Matt Mingus noted that on page 8 of the minutes that one of the four programs listed should state a Certificate in Drafting not a Certificate in IT.
Voice vote: Unanimous approve
Motion carried: **Yes**

INFORMATION	INFORMATION FROM BIG BROTHERS AND BIG SISTERS OF GALLUP, NM	SARAH PIANO

INFORMATION	

Sarah Piano, Regional Director for Big Brothers/Big Sisters in McKinley County, provided faculty in attendance with a brief overview of the organization, its services and volunteer opportunities. A hand-out detailing the organization was disseminated to the group.

INFORMATION	REPORT FROM FACULTY SENATE PRESIDENT	DR. LORA STONE

DISCUSSION	

Dr. Stone provided succinct, yet comprehensive updates on the issues identified at the August 2015 Faculty Senate meeting. The updates are as follows:

1. The 3% salary increase recommendation for all fulltime permanent faculty at UNMG: CFO Richard Goshorn will update the faculty at today's meeting on the progress of this recommendation in his upcoming CFO report.

2. Hiring and Evaluation Process for Upper Tier Administrators: Evaluation forms for all UNMG chairs were sent to fulltime faculty, and Dean Roberts has been sending summaries of the completed evaluations to each division's faculty. Over the next two weeks, there will be more information regarding the ongoing process of evaluating and hiring chairs and administrators at UNMG. The Operations Committee is working weekly on these issues and are making sure to fully represent faculty. Faculty are encouraged to talk with members of the Operations Committee regarding any issues they may want to raise or discuss regarding this issue. The Dean and Provost are currently working on providing all UNMG fulltime faculty with the opportunity to evaluate UNMG Dean (see Dean's Report emailed to all faculty on September 17, 2015).

3. Online Teaching: The TEC has begun collecting data on online teaching here at UNMG. There are not enough faculty members available to create a separate committee for this particular issue. However, there is a survey available today that faculty are being asked to complete regarding online teaching.

4. Emeritus Process: Tenured Faculty were given the chance for a re-vote on the proposed emeritus status for Jim Sayers. The majority vote was positive and subsequently, emeritus paperwork has been sent to UNM main campus for processing.

5. Faculty Salary Equity Pay: A study is currently underway by BBER (Bureau of Business and Economic Research), an outside research firm. UNMG Committee regarding faculty salary equity is currently on stand-by until BBER completes its study and releases its findings. According to updates from main campus, it will be several months before we get the data and then the committee will begin its work.

6. Review of the Rank and Tenure Process: The Special Committee on Rank and Tenure will provide an update during the committee reports portion of the meeting today.

7. Memorialization of Faculty: Nothing to report yet on this. This issue is being worked on, but nothing yet to report.

8. Dual Enrollment grade reporting process: Jayme McMahon will provide an update regarding this issue in her Student Services Report today.

9. MCHS Exam Schedule Conflicts: This issue has been resolved, thanks to Connie Torres and her staff. All state exams will now be held on Fridays only.

Dr. Dyer discussed several items during his report. The items are as follows:

1. Dr. Dyer is holding a monthly brown bag gathering for faculty and staff of UNMG. The sessions are open-ended and open-topic. Dr. Dyer noted that the sessions are not meant to be personal or gripe sessions. The aim is to share a vision for the future of UNMG and to share ideas. Dr. Dyer asked that faculty pick up a schedule of the Brown Bag with Dr. Dyer sessions after meeting the meeting today. The schedule will also be emailed to faculty and staff. All sessions are held in the Faculty/Staff lounge at noon on the scheduled day and attendees are invited to bring a lunch.

2. Dr. Dyer next reported on the recent UNMG staff retreat. One activity was called "My Big Idea" and involved staff with brainstorming multiple ideas for UNMG. Dr. Dyer also noted that the Executive Council will review the current strategic plan and will send a copy out electronically. Dr. Dyer invites all faculty and staff to think about the strategic plan and generate ideas. Some ideas that were highlighted in the staff retreated included painting a mural on side of gym that reflects UNMG culture, students, history, etc. A reading program for kids in the new daycare program as another idea shared. Additional ideas included: stronger Wi-Fi on campus, a working printer in Zollinger library, more staff retreats, more food at retreats. The ideas from the staff retreat have been documented for students to pick up a copy in order to see the ideas that staff came up with at the retreat. Dr. Dyer reiterated the importance of participating in "idea-nation" (or coming up with ideas as a team/nation).

3. Dr. Dyer next reported on communications with Navajo Nation and its new leadership. Dr. Dyer spoke with Navajo Nation President Vice President Russell Begaye and Jonathan Nez regarding several major projects on which UNMG can work with the Navajo Nation. One project is regarding the Bennett Freeze Hopi-Navajo land dispute. In 2009, the freeze was lifted, but no development or infrastructure has been built. Dr. Dyer noted that the area is in a "4th world" situation. A pilot project is being developed in which community building will be included. Various UNMG scholars will be invited to be part of an assessment team to look at the community-building efforts and scholar will be paid as consultants on the project. One potential approach to the development and infrastructure in that area is a Habitat-for-Humanity type design, or self-reliance model. Other projects with the Navajo Nation are also possible such as a financial literacy project, Hazmat training, and housing project. More information will be forthcoming.

4. Dr. Dyer encouraged faculty to engage in wellness activities. He is trying to push intramural sports for faculty, encouraging them to participate when possible.

5. Dr. Dyer noted that he will be engaging in walk-abouts with UNMG wolflet mascot Nambe, who will serve as a goodwill ambassador on campus. Dr. Dyer and Nambe will be visiting in offices and classes soon. He will also look for things that need repair while out and about on campus.

6. Dr. Dyer concluded his report by mentioning that Sharon Jackson, the grants coordinator, is assist Dr. Dyer with projects designed to bring in funding and to renew grants and contracts. Sharon has had a successful rate of grants. Approximately 9 to 10 grants have been awarded. A handout with information on the grants awarded is available for faculty to pick up at the end of the meeting today. Sharon's office is right across from Dr. Dyer's office and she is available to help all faculty with grant applications. Dr. Dyer noted that research that utilizes undergraduates has funding available and is a great thing to add to classes. He noted that there are a lot of projects on the list and some are currently under review. Dr. Dyer encouraged faculty to think of new research ideas and to involve undergraduate students in those projects, which will open up new grant opportunities for faculty.

INFORMATION	DEAN'S REPORT	DEAN KEN ROBERTS

Dean Roberts was not able to attend the meeting as he is in a training at UNM main campus in Albuquerque today. In lieu of offering a report in person, Dean Roberts emailed his report to the faculty on Thursday, September 17, 2015.

INFORMATION	STUDENT SERVICES DIRECTOR REPORT	JAYME MCMAHON

Serving as active director, Jayme McMahon offered the Students Services report in place of Jeannie Baca. Jayme's reported the following:

1. Current enrollment numbers: as of this morning, the total student head count at UNMG is 2,461. That number is up 1.28% from last fall. Total credit hours are 24,392, which is 3.39% higher than last fall. With the exception of Los Alamos, we are the only branch campus to see an increase in enrollment this year. This is good, but we are still seeing a steady decline in enrollment. Retention is now our focus, especially as end of the year enrollment completion is going to drive our funding.

2. Retention efforts: Academic advisement will conduct student success workshops every Friday to help students with self-management skills and non-cognitive issues that impact student success. Advisors are developing curriculum using similar materials from other programs. The workshops are going to be required for all students on academic or financial aid probation. Students will have to attend the workshop and then attend regular meetings with their advisors. Advisors have also received additional training on LoboAchieve.

3. Graduation Express: The effort will start next week to encourage students to apply for graduation. Advisors will be walking around in caps and gowns. Commencement is scheduled for Saturday, December 12, 2015 at 10:00am at Miyamura High school. All faculty are encouraged to attend.

4. Spring 2016 registration starts November 16 and Student Services will be promoting early registration for current students. Postcards will be sent out to remind students to register early. Advisors will reach out to the college success program as well to help students with registration. Student Services is hoping to see enrollment numbers improve with these early registration efforts so there isn't such a last minute rush of students enrolling in courses.

5. Lobo 101 was held last week and it received great support. There will be ongoing classes for faculty who were not able to attend. Student Services is currently organizing teams of people who participated in the first session.

6. A master calendar for student affairs has been developed and will hopefully assist with coordinating other events and improving communications.

7. Student Services is leading efforts to redesign the UNMG new student orientation program. Jayme is taking the lead on this project and has researched other institutions' programs. She also attended UNM main campus student orientation. Jayme is trying to incorporate best practices in the student orientation program design. Students will be assigned to NSO student leaders who go through extensive training. Some ideas for new student orientation include various breakout sessions regarding, financial aid, Lobo respect and campus organizations. A tour of campus may be included, as well as getting each student their Lobo ID card in hand at the end of the program. Jayme and Students Services generally would love faculty participation in New Student Orientation. In particular, they would love faculty to present on what their view of student success is, classroom etiquette their pet peeves with students, and good forms of communication with faculty. Faculty who are interested are encouraged to contact Jayme.

8. Faculty orientation week: Student Services is working on sessions to offer regarding training and informing new faculty. Some potential topics are enrollment, FERPA, registration, faculty overrides,

financial aid, grades, ARC, Green Zone, etc. In mid-October, student services is hoping to offer a dual-credit orientation for faculty to explain the program and discuss various aspects of the program. Faculty should not be contacted directly about dual credit from area high schools. Jayme noted that faculty should refer all dual-credit questions to Jayme or Bobby.

Dr. Dyer noted that campus caravans will be taking place in the near future. One was held at Central High School and resulted in recruiting some students. Music, food, activities, and door prizes will all be part of the caravans.

Dr. Stone asked about Lobo 101 as faculty were contacted regarding the first training with only a 48-hour notice. Jayme noted that the Lobo 101 sessions will be held on Fridays if you missed one and there will be other opportunities. If timing doesn't work, let Jeannie Baca know.

Matt asked about dual-credit. Jayme stated that a form was sent out regarding a grade check for Middle College students. Jayme noted that faculty can fill out Middle College requests for grade status because it is internal and not in conflict with FERPA laws. Jayme confirmed that it is the outside requests that must be submitted to Jayme or Bobby.

INFORMATION **CHIEF FINANCIAL OFFICER'S REPORT** **RICHARD GOSHORN**

Richard Goshorn greeted the faculty in attendance and noted that he had prepared a visual presentation for his report today, but that the audio-visual equipment is not currently working in the room (CH248). He noted that he will simply relay the information without visuals.

1. The UNM budget for this fiscal year is static, especially in regards to revenue. We have over $9.3 million coming in from the state to manage our operations. That is $50,000 higher than it was last year. Nobody really knows what that $50,000 was for as it was thrown on in the last few days of the legislative session with no strings attached. Our local appropriations are basically exactly the same. We get $3 million--$1 million to support the CT operations and $2 million that are operational in nature. There are other property taxes associated with UNM, but most of those are debt reduction buildings like student services building that is still on bonds, so it will be funding those. We refunded a few of those last fall. We actually managed to get a $1 million reduction in everyone's taxes for the upcoming fiscal year, so we feel really good about that. We have been able to actually reduce the impact of campus on the community without actually changing the way our costs or revenues go.

2. Auxiliary enterprises are doing fine. We earned $1.8 million in revenues. Our auxiliary enterprises are our bookstore, the childcare center, and vending. So our revenue structure is pretty much the same.

3. Our expenditures are up almost across the board with the exception of institutional support. Institutional support include the campus police, business operations and the executive director's office. We've done some restructuring to get the costs down. Richard is fairly large proponent of keeping overhead costs down and we are trying to do some things to keep those costs down.

4. Faculty salaries are a significant part of the increase in expenditures. We've done a lot of hiring in the past year and also have done a lot of hiring in student services. We are trying to get our campus expenditures focused back in on what we actually do. Fringe benefits are always going to be a problem. They continue to be a problem. We are trying to offset them as expenditures to the best of our abilities.

5. Based on census data, enrollment numbers are up 4.65% from last year. That is a good indicator that pumping money into student services in student recruitment and marketing actually work and are important. UNMG needs to continue to get enrollment numbers up. There is currently a 2-year lag behind state financial aid. As long as we keep our enrollment trend going, we'll be okay. All of the other branch campuses with the exception of Los Alamos are significantly down in enrollment. Valencia is down 7% and Taos crashed significantly.

6. Richard noted that student retention is now our key. At the next meeting, he will bring the performance measures that the State will be requiring for formula funding. Formula funding has now shifted to the end of the semester because in the past, it was based on census data 21 days into the semester and they found they were paying for students who dropped out during the semester. Currently, 90-95% of students make it to the end of the semester. Tier 1 courses are at 90% retention (because they offer harder courses). Tier 2 courses are at 94%. Tier 3 is at almost at 96% according to census data. Now the key is to keep these numbers up.

7. Awards are fairly steady. STEM awards are always very important, as is recruitment. Now we need to shift to retention efforts since enrollment is up. Therefore, we need to combine our efforts in order to increase the funding stream.

8. Upcoming projects in business operations include a couple of things Richard is working on currently. In efforts to squeeze our overhead costs down, some reorganization may take place in order to efficiently do things that are cheaper in the long run. Some of the reorganization will be personnel in nature, we won't talk about it until we are ready to talk about it. Richard is looking at the other branch campuses and community colleges around the state for additional ideas. Richard will be bringing those proposals to us as time goes on.

9. For this particular fiscal year, Richard has budgeted $1.8 million of reserves to balance the budget. What that means is that our expenditures exceed our revenues by $1.8 million, almost 20%. For the next fiscal year, we have to balance the budget, but we are burning off our reserves. We used just over $1 million last year of our reserves. We are going to run out of reserves and we need to figure this out. This will also affect the proposed 3% faculty salary increase request. Richard is squeezing operations to the best of his abilities. Course fees will be isolated into their own individual indexes so that revenues and expenditures come into the same spot and we can prove we are actually spending them on what we are supposed to be spending them. There will be an internal audit in spring to do a full operational review of the college. There will also be new signage on campus. We are setting up approval cues to increase the efficiency of transaction. We are doing some campus security. We are doing some surveillance cameras.

10. Richard stressed the importance of faculty research and grants. He would like to initiate a program in which 20% of the F&A are returned to the faculty member who gets a grant. It would be deposited into a discretionary account for that particular PI for them to use to buy computers, professional development, travel and things like that as long as the expenditures are within university policy. So anybody that is really interested in doing that or has some ideas regarding research or special funding in that way, we will do our share by creating an incentive pool in order for you to do that. If you get a $100,000 grant that has 20% F&S, you get 20% of that $20,000 into your discretionary account to use at your discretion. That is kind of our way of saying, "Hey, listen, get supplemental funding and in return, we'll make it worth your while."

Dr. Dyer commented that there is a formula for research in which you teach a 5-course load, but can buy yourself out of courses and get release time for research. However, faculty must think about how you can roll the research back into the classroom and engage students as part of your research team. Navajo Nation project will be a possibility for faculty and to involve undergraduates in research as well.

11. Proposed 3% faculty salary increase: all faculty salaries and contracts have to go through the Provost. Documentation was forwarded to Provost's office and the request for an increase is on their radar. Once Richard gets feedback and approval, he will look at the financial potential with it. When he has information back on how the Provost's offices feels about it and if they think we can do it procedurally, then Richard will come back and report to us and ask where we are going to get the money to support it.

Frank Amankonah asked about faculty hiring for next year and the financial potential for it. Dr. Dyer noted that the hiring strategy in the next 14 months is about increasing enrollment. Increasing enrollment is the bottom line. The more students we enroll means increased income and then we can add more faculty. Two position hires are currently being considered: instructional design and math. These are two speculative hires, but revenues generated are important and hopefully what we do this year will increase enrollment by several hundreds of our student enrollment from this year to next.

DISCUSSION/ACTION ITEM **Frank Amankonah**

DISCUSSION	

Dr. Frank Amankonah stepped in for Coleen Arviso to speak briefly about CARC.

There is one announcement and it is for faculty to review. Main campus and other branches are looking into the UNM Program Assessment Handbook. It was first drafted in July of this year and forwarded to Provost's office and they are going to review and approve it, but they want the branches to also look at it. So if you go to our main UNMG page and go to Faculty/Staff and click on "assessment," you will have the handbook there, but I think it is a 126-page document. Please, we want you to have some time to look at it and have comments or send feedback to Coleen. It has some good resources regarding STEM and other learning outcomes and other resources to help with assessment and that way, we will all see how to write assessment outcomes. That is what we are looking at right now.

INFORMATION **COMMITTEE REPORTS** **VARIOUS**

DISCUSSION	

1. Faculty Committee on Student Affairs: nothing to report.

2. Budget Review Committee: currently furloughed

3. Curricula committee: Dr. Matt Mingus noted 3 current items the committee is working on, which include: 1) The sociology 298 course has been approved and ARTS 122 has been deleted from the catalog; 2) The AA degree in psychology and AS degree in science, as well as the Certificate in drafting and Certificate in entrepreneurship programs are currently being reviewed (the reviews are all due to the committee by next Friday; and 3) the reviews will all be put into a shared drive so that everyone can review them on their own personal computers and can come together to talk about them. The other nice part about that is that the exceptional ones that we want you to model your own program reviews after can be put up on the faculty website so that you can see what we are really looking for.

4. Long Range Planning and Resource Committee: currently furloughed

5. Library Committee: Dr. Frank Amankonah discussed the library renovation update. It looks like the heater needs to be replaced, which could push the renovation back a couple of months. The renovation is now likely to start in May 2016 and end in October or November 2016. Dr. Amankonah noted that the committee has decided to celebrate library week in February 2016 in the third or fourth week with events such as an open-mic, etc. Banned books week is this month of September and there will be a display on the banned books in Zollinger library the last week of September. We encourage all faculty to go to the display. Dr. Amankonah noted that Caroline has had to drop her committee participation due to other commitments. Kelly Schukar is back on the committee, but there is space to add one more faculty member if anyone is interested.

Dr. Dyer interjected that he would like to form an invited speakers committee and that this could be a discussion item possibility for the next Faculty Senate meeting in October.

6. Ethics and Academic Freedom Committee: nothing new to report.

7. Committee on Teaching Excellence: Dr. Stone noted that there are a couple of handouts that the committee would like faculty to please pick it up today after the meeting. Dr. Florentine Smarandache reported that one is a survey about teaching online and faculty are asked to return them to the Operations Committee if they cannot complete the surveys today. The committee needs 2-3 more members. The

committee is also working on faculty peer evaluations and how to measure the evaluations. The faculty peer evaluation survey should be sent to Jody Sowers.

8. Constitutions and By-Laws Committee: no report

9. College Assessment Review Committee: Coleen Arviso has provided a report that will be attached to these minutes.

10. Faculty Professional Development Committee (Dean's Committee): Dr. Smita Poudel Rashid reported that the committee is currently in process of changing policy to allow faculty to apply two times per year for funding and will be working on finalizing the application. The committee will provide more information soon so faculty can apply.

11. Mini-grant Committee: Dr. Yi-Wen Huang reported that another announcement for the mini-grant will be coming out soon. The new due date for applications is October 16, 2015 and can be submitted to Geralene Lahi in SSTC286. If you have any innovative projects that can enhance your teaching or help your students come to class more regularly and benefit the community, the students or the campus, please apply. Mini-grants range from $500 to $1,500 for this fiscal year. We have a total of $10,000 for this fiscal year. Grant money must be used by the end of this fiscal year, which is June 30, 2016. Dr. Huang asked faculty to refer to the email she sent out if they have more questions.

12. Faculty Salary Equity Committee: Dr. Stone reiterated that the committee is currently on standby.

13. Special Committee on Rank and Tenure: Dr. Gloria Dyc reported that the next meeting will take place Friday, September 25 at 10:00am.

INFORMATION **ANNOUNCEMENTS** **FACULTY MEMBERS IN ATTENDANCE**

DISCUSSION	

AMATYC competition for mathematics will be in October 2016. Dr. Smarandache suggested that this become a Faculty Senate committee in the future.

Dr. Dyer asked faculty to please pick up his handout packet at the end of the meeting today.

Al Henderson announced that on October 2, we are going to have the second part of Change Labs event here on campus. We are expecting between 100 and 125 students on campus. This change labs event was held at Dine college a year ago and by request by the Kellogg Foundation, they funded the second event. We have 60 slots that are remaining for the event. There is information on Change Labs if you go to the Rural Entrepreneur Institute website, there is more information available. Al asked faculty to get the word out to students, they would really appreciate it.

Dr. Stephen Buggie announced that Friday, October 2nd is National Custodians Day. He recommends that faculty make up a card or give the custodians something to recognize their hard work.

Dr. Smita Poudel Rashid announced that Drs. Carolyn Kuchera and Kristian Simcox are getting married in 3 weeks and congratulated them on their upcoming nuptials.

Dr. Kamala Sharma noted that two of our UNMG students who did summer research at NMSU will be presenting their research posters at Santa Fe Community College on September 26th. Dr. Sharma shared that we are all proud of them.

ADJOURNMENT **ACTION**

DISCUSSION	
Motion to adjourn Motion: Matt Mingus Voice Vote: Unanimous approve	
Motion: **Adjourned at 1:55 pm by Lora Stone**	
Recorded by: Shirley Heying, Faculty Senate Secretary on September 18, 2015	