

Faculty Senate Meeting

MINUTES

NOVEMBER 20, 2015 12:30 PM

SSTC 200

MEETING CALLED BY:	Dr. Lora Stone, Faculty Senate President
NOTE TAKER:	Shirley Heying, Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, Frank Amankonah, Stephen Buggie, Lilia Cuciuc, Sonia Damon, Gloria Dyc, Robert Encinio, Sabrina Ezzell, Jim Fisk, Robert Galin, Lewis Gambill, Bruce Gjeltema, Myrriah Gomez, Rachel Hewett-Beah, Shirley Heying, Yi-Wen Huang, Thomas Kaus, Floyd Kezele, Carolyn Kuchera, Carmela Lanza, Frank Loera, Matt Mingus, Kyle Nuske, Smita Poudel Rashid, Kamala Sharma, Florentine Smarandache, Kristian Simcox, Rachael Stewart, Lora, Stone, Cindy Torres, Samir Wahid, Maria Winfield and Kristi Wilson
GUESTS:	Rick Goshorn, Dr. Christopher Dyer, Jayme McMahon and Ken Van Brott

ACTION APPROVAL OF AGENDA DR. LORA STONE

DISCUSSION	
I move to approve the agenda for today's November 29, 2015 UNMG Faculty Senate meeting.	
Motion: Lilia Cuciuc	
Seconded: Robert Galin	
Discussion: None	
Voice Vote: Unanimously approved.	
Motion Carried: Yes	

ACTION APPROVAL OF MEETING MINUTES DR. LORA STONE

DISCUSSION	
I move to approve the minutes from the October 16, 2015 meeting of the UNMG Faculty Senate.	
Motion: Matt Mingus	
Seconded: Carmela Lanza	
Discussion: It was noted that the October 2015 UNMG Faculty Senate minutes should be changed to reflect that the three motions made by Floyd were made by Floyd Kezele and not Floyd Burnham.	
Voice Vote: Unanimously approved.	
Motion carried: Yes	

INFORMATION REPORT FROM FACULTY SENATE PRESIDENT DR. LORA STONE

DISCUSSION	
Faculty President Dr. Lora Stone reported on the following:	
<p>1. The 3% salary increase recommendation for all FT permanent faculty: No decision from the Provost's Office has been made yet. The CFO can address this in his report today or answer any questions faculty in attendance may have regarding the 3% salary increase request for next year. .</p> <p>2. Faculty Salary Equity Pay: The faculty salary equity pay study is still underway by BBER (Bureau of Business and Economic Research). No word on when the results will be completed and presented. Therefore, the UNMG Committee on Faculty Salary Equity is still on stand-by.</p>	

3. Section F (Branch Campuses) of Faculty Handbook: Please note that the information in the Dean's Report was sent to all UNMG Faculty this week by email. His report provides details on the Section F Branch Campus Task Force that will begin meeting in January 2016.

4. Branch Campus Workload: Faculty workload will be part of the upcoming Task Force discussions. There are some constraints in reducing faculty workload, which include:

A. Campus Budget: We do not have a way financially to hire more faculty that would be needed to cover the additional courses if we went to a 4/4 courseload. Thus, the campus budget issue will not permit the hiring of additional faculty as a means of reducing our current 5/5 courseload.

B. Classrooms: In addition to financial constraints, we also currently have only 6 classrooms on the UNMG campus that hold over 32 students. Therefore, if we maintained each instructor's total headcount, but raised caps for each course (from 24 to 30 for English and math classes and from 30 to 38+ for courses currently capped at 30), we would not have sufficient classroom space in which to hold the larger classes. The unavoidable problem would be that we would need at least 18 classrooms with 38+ student capacity to reduce the courseload and we only currently have 6 such classrooms.

There will be more information on faculty workloads when the task force begins meeting in January 2016.

INFORMATION

CHIEF FINANCIAL OFFICER'S REPORT

RICHARD GOSHORN

UNMG CFO Rick Goshorn presented the following report to faculty in attendance and presented faculty with a handout of the information that he covered today. The handout will be made available online with the November 2015 UNMG Faculty Senate meeting minutes.

1. Upcoming Events: New Mexico's Higher Education Department (HED) has presented their recommendations for the upcoming legislative session. HED recommends a small .5% increase in funding (amounting to \$19,400) and they recommend a 0% compensation increase. LFC will likely announce its recommendations possible in December or early January. There is no revenue forecast yet for the state, so we are not certain where things will go yet in terms of the 0% compensation increase. Another task we have coming up is to start thinking about a tuition increase. Many people will need to be involved in this discussion, including student government and the advisory board. Main Campus is working on their fringe benefits estimates for the next fiscal year. There will be an increase in health benefits, but we are not yet certain what that increase will be yet. Rick will keep faculty up-to-date on the legislative session as it begins and proceeds in January 2016.

2. HED Formula Funding: HED typically takes last year's funding and slices 7.25% off the top of it. They do this with all campuses. They then take the total money they sliced off and, based on performance and whether you met the mission-specific goals, they reallocate those funds back out to the departments and campuses as a means of spreading out the funding. The performance measures that they use for this back-funding includes: general graduation rates, STEM graduation rates, at-risk student graduation rates and awards, and end of session student credit hours. Funding allocations used to consider beginning of session student credit hours, but they found that many students did not complete the semester. Thus, they now calculate student credit hours at the end of the semester or session instead. Mission-specific goals for branch campuses and community colleges focus on new freshman in the classroom. Consequently, retention is not the focus, but rather getting as many new freshman in the classroom as possible is the aim, which is now becoming part of our performance measures. UNMG is \$239,101 short of getting our money back. HED is going to hold us harmless for that amount at this point because we have been doing okay with our performance measures, so our funding will stay where it is at for the moment. However, we need to start guiding our budget and our efforts towards our performance measures.

3. UNMG's Budget: The strategic budget leadership team will be working on gearing the budget towards retention and graduation rates, and will start doing everything we can to get students through to graduation. One issue is a number of students who never graduated from UNMG, but are on the books at UNM main. We may be able to go back and retroactively award associates degrees to these students. Rick

is working with Jayme McMahon in Students Services on this issue. Rick next discussed the various pressures currently on the UNMG budget such as enrollment and retention impacts on tuition revenues, the use of reserves and mandatory costs such as the potential 8% increase in healthcare benefits. See Rick's handout for additional information on budget pressures.

4. Reserves: Based on calculations, it is currently estimated that the minimum balance required by the State of New Mexico for our reserves will be reached by the end of fiscal year 2017, at which time our reserves will no longer be available for use. Rick has to work on getting a balanced budget between now and 2017 as we will no longer be able to access reserves to cover our costs.

5. Budget Solutions: Some potential solutions to our UNMG budget issues include enrollment growth, tuition increase, and cost containment (consolidating costs, combining support staff across departments and reworking schedules, and slowing down hiring replacements).

6. Strategic Budget Development Committee: Rick is putting together this committee, which will include Dr. Lora Stone from Faculty Senate, members of student government, Dean Ken Roberts, Sylvia Hunt from Human Resources, and Michelle Lee from Student Services. Rick intends that the committee will do some fairly significant cost containment measures on the non-academic side of costs. Rick intends to do everything to cut overhead costs first before making cuts that affect the academic side of expenses.

Dr. Stephen Buggie asked about the technology issues on campus and whether the costs associated with having an IT tech come out from main campus to work on these issues at UNMG is problematic for the budget. Rick responded that it is not affecting the budget in a major way. It costs \$1,000 to bring out a tech for a day. Two are scheduled to come out to work on the IT issues next week. Lora asked when SSTC is going to be operational again as only one classroom has technology that is now working. Rick believes the techs will be out here at UNMG next week. Rick noted that we should not see any IT problems between now and the end of the fall semester. Rick has also asked that IT go on 2- to 3-week rotation to turn on and off every projector in every classroom to make sure they work. IT will start keeping a log of when they were in each classroom and why. Rick will discuss more about his intentions with IT over the next few months as there will be significant changes ahead.

INFORMATION	EXECUTIVE DIRECTOR'S REPORT	DR. CHRISTOHER DYER
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Dr. Christopher Dyer began his report by noting that as part of our marketing and branding strategy, there are now 10 promotional videos that are in process of being completed. The videos will be uploaded onto our website and will be used for marketing strategies in all kinds of ways such as with the Campus Caravans and for all other marketing purposes. Dr. Dyer then discussed the following items:

1. Navajo Nation Collaborations: There is a great need to develop stronger relationships and collaborations with the new Navajo Nation President and Vice President, which can lead to increased revenues. We need increased public/private partnerships to help us meet our budget goals. We currently have a Navajo Nation RFP request for 11 trainings. Most of these trainings will be conducted in the mall and will generate significant revenues for our campus. We'll find out more about this by January 1, 2016. Dr. Dyer and Chris Chavez are working with the Navajo Nation President's office and the Vice President on a housing proposal. When students goes into the construction technology program, they will be engaged in a hands-on experience by going out and building a house for the Navajo Nation and there is funding that comes with that. The Nation wants to build thousands of houses, so that means a lot of potential revenue for UNMG.

2. Library Renovation: We are on progress and we will have bids this spring. The build-out and upgrade of the library will begin in May 2016.

3. Campus Water Project: The water project is currently underway. We are having a pipe that is put in that will provide water security for our campus and will include sprinkler systems required by the Fire Chief. The Fire Chief said that we cannot have another building constructed on this campus until this water project is completed for safety reasons.

- 4. New Mexico Holiday event:** This event will be held December 3, 2015 on campus in Gurley Hall and will include a brass quintet, septet or octet, a community choir that will be singing, the Gallup string quartet and a performance by the Starlight Dancers. Everyone is encouraged to attend.
- 5. UNMG Christmas Party:** There will be a Christmas party for all UNMG faculty and staff on December 11, 2015 at Dr. Dyer's home. If you have something to bring, that would be nice. Everyone is invited.
- 6. Fall Graduation:** Commencement will be held December 12, 2015 at 10:00a.m. at Miyamura High School. All faculty are highly encouraged to attend.
- 7. Representatives Needed:** Dr. Dyer needs 5 faculty volunteers representing out UNMG divisions who can join him for a social soiree with the Navajo Nation President and Vice President that will be held at Dr. Dyer's house on December 9. This is simply a relationship-building event and representative faculty are encouraged to participate.
- 8. Experiential Opportunities:** Dr. Dyer has received some ideas and asks that we come up with some ideas on how to involve students more in experiential opportunities. Experiential Opportunities are great retention devices and all faculty are encouraged to come up with ways to incorporate experiential opportunities in their course designs.
- 9. Comprehensive Campaign Committee:** We are going to start this committee with Ara Green in charge. Ralph Richards from Earl's Restaurant is on the committee, as is John Dowling from Pinnacle Bank. We are going to invite Sammy C to be on that committee and we need two faculty volunteers to represent faculty ideas and interests related to helping raise revenues. UNMG has never had a campaign to raise funds before. We will now have them regularly.
- 10. National Council on Science and the Environment Conference:** Dr. Dyer has 2 rooms and registration available for the NCSE conference January 19-22, 2016 in Washington D.C. Dr. Dyer would like to invite faculty to participate and attend sessions in order to help collect information to bring back to our campus to enrich our programs.
- 11. New Mexico Bigfoot event:** The "New Mexico Bigfoot: Ecology and Interactions" event will take place in February 2016. Dr. Dyer encourages faculty to attend the session to learn more about these creatures. There will be a talking circle with 8-9 people who have had experiences with these animals.
- 12. Brown Bag Events for spring:** Brown Bag events will be held December 2, 2015 and February 2, March 1 and April 15 of 2016. Really good ideas have been knocked around in these sessions and this is a great opportunity to meet with Dr. Dyer and talk about anything that is of interest to you and any ideas that you may have to share.

INFORMATION	DEAN'S REPORT	DEAN KEN ROBERTS
<p>Dean Roberts was not able to attend the meeting as he is in a Deans' training today at UNM main campus in Albuquerque. In lieu of offering a report in person, Dean Roberts emailed his report directly to the faculty earlier in the week. Dean Robert's report also will made available, along with these Faculty Senate minutes, on the UNMG website following today's meeting.</p>		

Acting Director of Student Services, Jayme McMahon, offered the following report:

1. Director Position of Student Services: As of this week, Jayme is the official Acting Director of Student Services through the end of Jeanie Baca's contract, which terminates at the end of June 2016 unless something else changes in the meantime, which Jayme believes is likely to happen. Jayme will continue working with Human Resources on projects such as dual credit/dual enrollment initiatives as these are fairly large initiatives that were already underway when Jeanie left her position.

2. Enrollment Numbers: Current fall semester 2015 headcount is at 2,386 students with 23,104 credit hours. This is a decrease from where we were at previously at the time of the census. Head count has not decreased by much, but we have lost quite a few credit hours. However, for spring we already have 589 students registered with spring credit hours currently totaling 5,615. We are slightly below Valencia regarding spring numbers, but we are really close. Valencia and Gallup right now have the most students and credit hours enrolled for branch campuses. Student Services is being a bit more proactive on how to reach out to current and new students on early enrollment, which will hopefully pay off.

3. Retention Efforts: Retention is all of our jobs, but there are misconceptions about who's in charge of these efforts. In order to mainstream our efforts, Jayme is developing a retention committee to oversee all retention initiatives for UNMG. The aim is to engage in strategic planning that it is sustainable and effective. Jayme is looking for faculty, staff, and student representation on the committee. Any faculty who are interested in serving on this committee should let Jayme know. The first step for the committee is to find data such as how many students are dropping out in their second year, how many adult students are we losing, and how many students we are losing because of financial aid. This type of data will help give focus to the retention initiatives. The committee also will focus on proactive measures within Student Services that are already being implemented such as mandatory advisement through a certain number of credit hours, looking at students who are going to be changing their program and maybe they should be connected with career services before they change their program so that they do not have a lot of unnecessary credit hours. Another retention effort is New Student Orientation (NSO), which has been revamped and is now mandatory rather than voluntary. An advisement component has also been built in so that students must attend a NSO before they can enroll in courses. There are quite a few faculty who have signed up to present at NSOs and Jayme thanks the faculty volunteers for that. Other things that have been added to the NSO presentations include a presentation on academic dishonesty and student code of conduct, and on Lobo respect and sexual assault. These items previously had not been included in NSOs.

4. Graduation: As CFO Rick Goshorn mentioned, Student Services is working on pulling data from the last four years in order to determine how to retroact degrees for students who are now at UNM main campus and who applied for graduation at UNMG, but never earned their degree. Student Services wants to make sure to reach out to students who did not get their degrees. Student Services is also looking at students enrolled in programs scheduled for a teach-out in order to get students on a plan so they can finish the program within the teach-out timeframe established by the curricula committee.

5. Waivers/Substitutions/Exceptions: This issue is a big one right now and Jayme is working with main campus to go through a full advisement audit on UNMG campus in order to improve this process. This will be a big endeavor.

6. Final Grades: If possible, faculty should try to get final grades in within 48 hours of the final exam. Talk with Jayme or Suzette if you are having problems getting grades in within the designated timeframe.

7. Fall Graduation: Jayme asked faculty and division chairs to determine who can be Grand Marshall to lead the procession in at commencement on December 12. Please communicate your interest to your division chair.

Questions for Jayme: Stephen Buggie asked what happened to Jeannie Baca. Jayme noted that Jeannie is on a leave of absence under the educational or academic leave policy, which is a 12-month leave of absence that is considered unpaid leave. She is still an active employee, but on leave through the end of her current contract, which ends June 30, 2016. The Executive Director has the discretion to either have the director continue for the remainder of that 12-month contract or to do what he deems is most appropriate for the institution.

A second question was raised regarding the ethnics of retroactively conferring degrees. Jayme is first going to pull data on students who already applied for graduation, but who did not meet the criteria. It is likely that these students are still enrolled. There are some issues regarding program deletions and students who were not able to complete their criteria. We really need to look at graduation process as it is to be more proactive. Currently, the onus has been on the student; however, we also need to follow through with students so that we are not looking back more than 2 or 3 years. A faculty member added that in the past, there have been some issues about students needing courses in summer and then summer courses were cancelled, leaving students without a degree. Jayme is working on this issue to make sure students have access to the courses they need to graduate. There is a lot of work that needs to be done in this area. Gloria Dyc noted that she has a student who has been taking classes at UNMG for 12 years and has only an AA degree. These cases need to be looked at. Jayme mentioned that she knows of another student who has 100 attempted credit hours and no AA degree.

A final question was raised regarding whether Jayme is being compensated for her role as Acting Director. Jayme noted that she is being compensated for acting position and that there are very specific compensation guidelines within HR for these types of situations.

Jayme’s office is now in SSTC276 and her phone number is 863-7508. Faculty are encouraged to stop by and talk with Jayme about any of the issues she addressed in her report today.

INFORMATION	BACHELOR AND GRADUATE PROGRAMS REPORT	KEN VAN BROTT
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Ken Van Brott, Operations Manager at UNMG, reported on the following:

Ken’s office is in Calvin Hall 228. His office facilitates the delivery of bachelor and graduate programs here at UNMG. Things are changing at the field centers and Ken is also in charge of the centers located at Gallup, Farmington, Santa Fe, Taos, Los Alamos and Valencia. We just ended are UNM presence at Kirtland Air Force Base, which is no longer considered a field center.

1. Zoom Technology: We have upgraded our technology to Zoom, which is more of an online-based technology that does not require a lot of fancy equipment to split out a signal to the different field centers for classes. In the past, Arts and Sciences was very agreeable to hire many of the faculty at the field centers to teach live face-to-face classes at the centers for bachelor and graduate students. They have made a decision about a year ago to not do that anymore because they could no longer afford it. So, they switched to Zoom Technology and have been using their own faculty on main campus to teach upper level courses out to the field centers. This has worked fine for the past semester or so. Unfortunately, it left UNMG faculty without the opportunity to teach an upper level course to the students here on campus who are part of our bachelor and graduate programs.

Dean Roberts spoke with Dean Peceny of Arts and Sciences on main campus, who agreed to entertain the idea of having us at UNMG who qualify to submit syllabi and CVs for consideration to teach upper level courses from here through Zoom Technology back out into the field centers. Ken was not certain this was communicated to us. He noted that staff at Extended Learning on main campus have major production studios in Woodward Hall on main campus with camera operators and facilitators who are with faculty in the classroom as they are delivering their curriculum out to the field centers via Zoom Technology. We are not quite set up at UNMG for that type of delivery yet and we probably will not be for main campus upper level courses. So, the offer is for us faculty at UNMG to teach from our laptop and not necessarily from a classroom full of branch campus students. We would be hired by main campus to teach our courses back

out into the system. Faculty can manage capacity on these classes, but the proposed capacity is 40 students. However, this would be an overload as UNMG faculty would still be required to teach their 5/5 courseload at UNMG and the Zoom Technology upper level course would then be a 6th course and thus, an overload.

A question was raised regarding whether we, the faculty, would lose control over our course content and whether UNM can then play our courses without compensating us in subsequent semesters? Ken noted that the class recordings are archived on a media site that students have access to and can review only during the semester they are enrolled. The recordings are not kept after the semester in which the course is offered. So, the university does not keep these courses and cannot use our courses without our permission.

Ken clarified that this new arrangement would mean that main campus hires UNMG faculty to teach their courses, although they may be topic courses specific to our own research. Interested faculty can submit a syllabus and CV to Ken. The Extended Learning group cannot facilitate from the UNMG campus the same quality of course with the same bells and whistles of those broadcasted from main campus. So, our Zoom courses would be more like online courses in which we would basically be Skyping to students in the field centers.

A question was raised regarding the large drop in Extended University enrollment. There has been a 25% drop because of a decrease in face-to-face courses.

Another question was raised regarding who gets credit for the students enrolled in an upper level course taught by UNMG faculty via Zoom Technology. Ken responded that those students enrolled would count as Ken's students and not UNMG students. In other words, UNMG would not get credit for those students or their enrolled credit hours. Faculty would be hired by main campus as adjunct instructors with the department's approval. Please contact Ken if you are interested.

2. **Calvin Hall:** Ken is looking for faculty to volunteer to offer Zoom Technology courses here on campus that would be broadcast out to students on the Zuni campus, which reduces costs associated with actually sending faculty out to Zuni and other centers. In this case, you would have a live class in front of you, while broadcasting out to Zuni. Ken hopes to expand classrooms here once the technology at UNMG is up and running properly. Hopefully, there will be a lot of opportunities for Zoom classes from UNMG in the future. Ken provided a handout regarding a Faculty Guide for Zoom Technology. Ken also asked that interested faculty asterisk their name on the role call sheet for today's meeting if they would like additional information. Lora suggested that faculty see Ken if they have additional questions as we need to move to our next agenda item.

ACTION **MOVE TO EXECUTIVE SESSION** **DR. LORA STONE**

DISCUSSION

I move that the November 20, 2015 Faculty Senate meeting now go into executive session.

Motion: Carolyn Kuchera

Second: Carmela Lanza

Discussion: None

Voice Vote: Unanimously approved.

Motion Carried: **Yes**

EXECUTIVE SESSION

DISCUSSION ITEM **UNMG PEER OBSERVATION FORM FROM COMMITTEE ON TEACHING EXCELLENCE** **DR. KYLE NUSKE**

DISCUSSION

On behalf of the Committee on Teaching Excellence, Dr. Kyle Nuske presented information regarding peer teaching observation forms. Kyle noted that Dean Roberts tasked this committee with developing a streamlined

peer teaching evaluation form. The Committee on Teaching Excellence is now requesting faculty feedback on the form presented today. Kyle went through the form to explain some of the items such as #2 asking about SLOs (Student Learning Objectives). He noted that on page 2, the language used comes from the Faculty Handbook and that the form requires the evaluator to assign numerical value. The Provost is pushing the quantitative portion of the evaluation form. A legend with each numerical category is on provided on page 3 of the form. The last portion of the form requires the observer to sit with instructor to discuss her/his observations and allows the instructor to have a voice on the evaluation form. Kyle asked faculty in attendance at today's meeting to please look at the form and send feedback via email to either Robert Encinio or to Kyle. Kyle also noted that faculty will be receiving an invitation from BaseCamp.com, which will provide a digital format of the form that will request faculty feedback on the form. The committee would like to ask that the faculty please send feedback on the form either via email or through BaseCamp.com.

ACTION	CARC PROGRAM ASSESSMENT HANDBOOK FOR FACULTY	FRANK AMANKONAH
DISCUSSION		
<p>Frank Amankonah reported that the CARC Assessment Handbook for Faculty has been approved by main campus, but that we need to endorse it as the UNMG branch campus faculty. The handbook was made available at the September 2015 Faculty Senate meeting and it has also been available on our UNMG website. Lora asked if anyone had any questions regarding the handbook. No questions were raised.</p> <p>I move to approve the CARC Program Assessment Handbook for Faculty.</p> <p>Move: Floyd Kezele Second: Lewis Gambill Discussion: None Voice Vote: Unanimously approved. Motion Carried: Yes</p>		

DISCUSSION ITEM AND ACTION	RECOMMENDED TEACH-OUTS OF PROGRAMS FROM CURRICULA COMMITTEE	DR. MATT MINGUS
DISCUSSION		
<p>Curricula Committee Chair, Matt Mingus, reported on the recommended teach-outs of programs that have been discussed by the committee. Matt wanted to clear up any confusion on how the process of program review works. When a program is reviewed, the chair of the division in which that program is housed is told two semesters ahead of time that the program is going to be up for review. The chair is reminded again one semester ahead of time per our faculty by-laws. The chair is given a kindly reminder again at the start of the semester in which the program is to be reviewed and the program must be submitted for review within the first 6 weeks of the semester.</p> <p>Once the program is submitted for review, the committee looks over the review, the Dean looks over the review and then the Dean makes a recommendation to the curricula committee regarding what to do with that program. The committee looks at the program review and the Dean's recommendation and as a committee, they make a recommendation to the Division Chair and the Dean as to what should be done with the program. If the committee recommends that a program should be taught-out and the Dean agrees, the Division Chair has to start a formal process; it's a Form C to teach the program out. That form has to go through a bunch of channels (the librarian, IT, etc.) and it also has to go back to the curricula committee where members officially vote to propose to dissolve the program. Then the final committee recommendation comes to Faculty Senate, which is a final line of approval at the branch. We, as Faculty Senate, then vote to dissolve the program. The curricula committee cannot just dissolve programs on its own. Everything has to formally come through Faculty Senate, as it should. Then it goes to main campus for final approval.</p> <p>With that being said, the UNMG curricula committee and the Dean have both recommended the teach-out of a few programs this semester. They include: the certificate program in entrepreneurship, certificate program in drafting, and the Associates of Arts degree in psychology. All three have been recommended to be taught-out this semester. Matt later noted that once the Form C for the programs recommended to be taught-out is put</p>		

through the initial process, Matt will send out to the faculty the Dean’s recommendation letter, the committee’s report on why they made the decision they made, and the rationale behind the decision. Matt will make this process as transparent and as informative as he possibly can. The committee will post its reports on the Faculty Senate website as well. A question was also raised regarding programs that have never been reviewed. Matt will post the current program review schedule and a form that lists all program reviews in the past, which is difficult to read, on the Faculty Senate website for all to have access.

Matt then reported that the curricula committee approved the proposed SOC298 course be offered on this campus. SOC298 is a topics course designation for sociology. Typically, the curricula committee can approve a topics course, but we currently do not have a topics course designation for sociology, so the committee now requests Faculty Senate approval of the SOC298 course listing.

I move to approve SOC298 as an added course to the UNMG curricula.

Motion: Myrriah Gomez

Second: Florentine Smarandache

Discussion: None

Voice Vote: Unanimously approved.

Motion Carried: **Yes**

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION	
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- 1. Faculty Committee on Student Affairs:** There is nothing to report.

- 2. Budget Review Committee:** The committee has been reactivated and members will work with the CFO to report back to faculty as things develop.

- 3. Curricula committee:** Matt Mingus noted that the committee approved a new martial arts topics course in physical education that Mr. Sanchez is going to be teaching. The committee updated the program review schedule, which is now online. The committee is now including advisor representatives in all curricula committee meetings, along with Suzette from the Registrar’s office, in order to have a more open and improved line of communication with advisement when it comes to programs and the review of programs. The committee needs additional faculty members, so email Matt if you are interested.

- 4. Library Committee:** Frank reported that students could not access JSTOR from the UNMG library site. Lora Stone notified Frank that she has her students access it through main campus. Frank asked that Jim Fisk explain more about the situation. Jim noted that our UNMG students are not supposed to access JSTOR through UNM main’s library website because our students are not licensed to access it through the main campus site. However, library staff is now checking on how to add our students to the main campus library’s license. There will be more information to come. Jim also noted that they are in the process of putting together wish list of books and faculty are encouraged to send recommendations to Jim or Rachel. Frank then noted that the library committee is planning on adding a chat box on the library website that students can use to contact librarians with questions. Frank next reported that Rachel has been Interim Director for the library, but she has not been compensated accordingly. The committee made a recommendation to the Dean and he is looking into this issue. The Dean recommended that Rachel submit an application for the position. The committee is in the process of working toward hiring a permanent director of the library next year. The position will be advertised as a 12-month contract. The library committee is in the process of formulating a search committee for this position and they hope to complete the hire in spring. Frank finished his report by noting that Library Week will be the last week of February 2016. The committee will update faculty on Library Week activities as they develop.

- 5. Ethics and Academic Freedom Committee:** There is nothing to report.

- 6. Committee on Teaching Excellence:** There is nothing to report.

7. Constitutions and By-Laws Committee: Myrriah Gomez reported that the committee tried to meet a couple of weeks ago, but there were only 2 people and this is a 3-member minimum committee. The committee needs a third member. There are several items to look at and the committee hopes to meet orientation week in January 2016. Any faculty who are interested in serving are asked to email Myrriah or Yi-Wen in order to get the January meeting coordinated according to faculty schedules.

8. College Assessment Review Committee: Frank reported that the committee had a workshop to help people get things ready regarding SLOs. Coleen will update faculty on this process at the next Faculty Senate meeting.

9. Faculty Professional Development Committee (Dean’s Committee): There is nothing to report.

10. Mini-grant Committee: There is nothing to report.

11. Faculty Salary Equity Committee: Dr. Stone reiterated that the committee is still on standby until the BBER report has been completed and presented.

12. Special Committee on Rank and Tenure: Gloria Dyc reported on the fourth meeting minutes, which she made available as handout today. A final meeting is scheduled for December, but they are still working out the date. At each meeting, committee members have discussed the need to reconstitute the committee. It is not working effectively. They need tenured faculty from all the divisions to meet and have a discussion of the candidates. At this point, faculty are working in isolation. It is not working transparently. The current committee strongly recommends that the committee be reinstated so that all tenured faculty from all divisions can join the committee. See the minutes from rank and tenure committee meeting on the Faculty Senate website for more information. The committee is also concerned about time spent on committees and will continue this discussion. They also talked about the possibility of release time, potentially one semester before a candidate comes up for tenure review. The committee also looked at collaborative peer review, which is similar to TEC review. The committee potentially has a couple of rubrics for use. The process-oriented guide can help facilitate dialogue about this process. The committee discussed the concern over whether student evaluations are skewed given their limited socialization in this process and they also looked at the return rates of online student evaluations, which is roughly 25%. Mid-term feedback may be an option for faculty to get effective feedback on course content and design.

ACTION

ADJOURNMENT

DISCUSSION	
Motion to adjourn	
Motion: Matt Mingus	
Voice Vote: Unanimous approve	
Motion: Adjourned at 2:05p.m. by Lora Stone	
Recorded by: Shirley Heying, Faculty Senate Secretary on November 20, 2015.	

Dean's Report to the Faculty Senate

November 20 2015

1. Again I apologize for being absent from Senate but Dr. Stone and I agree that the following topics are important enough that I should be part of this main campus training.
Assessing and Reporting Faculty Workload and Performance:
 - (a) Annual Reviews.
 - (b) Promotion and Tenure standards and process.
 - (c) Writing R+T Recommendations.
 - (d) Post-Tenure Review.
 - (e) Appeals and Academic Freedom.
2. Spring orientation:
The Dean's office will not be scheduling any special meetings or presentations for the spring semester orientation week. Faculty are under contract, however, so everyone is required to be on campus unless otherwise approved in advance by their Chair. The emphasis will be on class preparation but some meetings will take place such as Faculty Senate Committee meetings and Faculty Senate itself, Chair's Council, and Division meetings. Please send Jody the times and days of your planned meetings so she can send out a general schedule in early January. If anyone has something critical to propose please also send to Jody.
3. Spring schedule. 423 classes scheduled for the spring semester. A finely tuned, considered schedule.
4. Teaching evaluation instrument. The Teaching Excellence Committee, chaired by Mr. Robert Encino and Ms. Laura Blalock, is still sifting through suggestions and drafts. The committee did circulate a draft which I used in a classroom observation and found it very useful in focusing my thoughts around the SLO's and in helping to frame the post-observation meeting (thanks to Dr. Kuchera for being willing to pilot this.) Since then other faculty have put forward other suggestions including Dr. Gjeltema whose proposal is to use the seven criteria for teaching excellence from our Faculty Handbook B1. 1.2.1 as base. Our instrument is not finalized but if you plan to perform a peer classroom evaluation soon, please consider using whichever draft the teaching committee has at the time and report your experience to the committee.
5. Rank and Tenure. Thanks to all those who have spent time researching what other campuses are doing, especially our colleagues at the other three UNM branch campuses. Every suggestion which I have read so far acknowledges that we are primarily a teaching campus while at the same time offer a wide range of discipline specific options for professional development. Whatever is finally decided, the three guiding principles probable still need to be that *it must be Reasonable* (as in acknowledges our high workload,) *Effective* (in that *it* advances our primary mission of teaching,) and *Defensible* (in that it can be applied in a transparent and equitable manner to all R+T evaluations.) I haven't received any proposals from the Ad Hoc Committee on Rank and Tenure.
6. Provost's Task Force to re-write/update Faculty Handbook Section F: Branch Campuses. Dr. Stone will be the faculty representative and I will be the admin rep. This will be a series of meetings of representatives of the four branches and Provost's office (and possibly the main campus Academic Freedom and Tenure committee.) I hope that our work on a new Teaching Evaluation instrument and the Gallup Rank and Tenure requirements will be in a solid enough form to present for discussion at the first meeting (TBD but probably January.) Although Branch Campuses will continue to have some separate local policies, Section F will be the over-riding common policy for all four branches.
7. Zoom. A unit has been installed at the Zuni Campus and one pilot class has been scheduled for the spring (thank you Dr. Heying for being willing to pilot this.) We are only able to offer 17 classes in Zuni this coming spring so it is hoped that this one pilot class is the beginning of making our commitment to the Zuni campus more effective. Ideally, by August 2016 there will not be a need for any travelling faculty from Gallup to Zuni; classes will be taught either face-to-face by those faculty living in the area, or by Zoom from Gallup. Please try to attend one of the trainings which are being organized by Mr. Ken Van Brott. I hope we can have 12 to 16 faculty ready and willing to teach by Zoom starting August if needed. The initial motive for adopting Zoom was to be able to serve

classes in Zuni with a small numbers of students when partnering with a higher enrolment class in Gallup. But the same could be true in reverse in that classes here at Gallup with low numbers could be allowed to run with the addition of Zuni Zoom student numbers.

8. Chair of Arts and Sciences. The position of Chair of the Division of Arts and Sciences will be advertised in January when a search committee will be formed. Applications will be invited only from faculty within the division.
9. TAAAC grant. Many don't know much, if anything, about this grant but in essence it is a Workforce Development/Education grant for four more years which is intended to bring students to our campus including veterans, folks who need to retrain for a different profession, and folks who need assistance in gaining qualifications for entry level positions in health careers. Those directly involved are: Ms. Irene Den Bleyker and Ms. Kathy Head, co-PI's, Ms. Adrienne Tsethlikai, grant coordinator, Ms. Loran Thompson, Job Development/Career Coach, Ms. Karen Bacher, *I Best* Instructor/tutor. The Allied Health Instructor/tutor position is vacant and interviews will happen next week. One of the goals is to find strategies to accelerate these students towards earning a health careers qualification. This may include having some students included in college classes who have not passed the Compass Test, but those students will be given individual help from Ms. Karen Bacher who will be monitoring each individual's progress. No-one is being asked to compromise their academic standards. I feel that this grant program has great merit.
10. Credit for Prior Learning Conference. Part of the TAAAC grant is the inclusion of Credit for Prior Learning (CPL.) Last week I attended the CPL conference in Ruidoso. The main presenter was Ms. Donna Younger, Council for Adult Experiential Learning. Some main points:
 - (a) Statistics show that colleges which include a vigorous Credit for Prior Learning program see their income, their enrolment, and retention all go up.
 - (b) No credit is ever given for prior experience.
 - (c) As only half of traditional students complete a degree, and approximately 22% of the workforce has some college, it means that many of those ex-students have gone on to gain further learning and credentials in the work place which may or may not be considered measurable and eligible as CPL (if we can identify those who may be interested and help make it possible for them to return to college.)
 - (d) Ms. Suzette Wyaco and Mr. Frank Loera are our CPL experts and directed me to page 13 of our catalogue which lists the ways in which our students can apply for Alternative Credit Options including: Technical Credit, Training Credit, Advance Placement, Challenge Examinations, College Level Examination Program (CLEP), and Military Credit Evaluation.
 - (e) These options are rarely used, however, but as CPL is part of the TAAAC grant we may have to become more pro-active.
 - (f) Some colleges see CPL as an integral and very public part of their mission.
 - (g) A topic of a future Senate debate?
11. Tuition remission for adjunct faculty. The Interim Dean at the Los Alamos Branch, Dr. Kay Willerton, has written a proposal to allow current adjunct faculty to take one class per semester tuition free at their home campus. Mr. Goshorn assures me that this would not cost our campus anything in real terms. As the Senate has been active over the past two years in trying to improve the conditions for our adjunct faculty, I think I am safe to assume this proposal will have your universal support. The proposal is being circulated amongst the branch administrators and when I know more I will send out an announcement.
12. Innovation Academy. This is a very big initiative at main campus and is presently funded by grant money but it is planned to make it a permanent department. The goal is to engage students and faculty at a local and state level in ways which will stimulate creativity, research, and innovation (with possible connection to real local problems.) The program has 300 students in the first cohort and involves partnerships with over 40 faculty from a wide variety of disciplines. I invite all faculty to visit the UNM Innovation Academy web site to see if this is something you may want to be part of. On Friday 6 November I had a very positive meeting with Dr. Delcampo, Director of the Innovation Academy, and Dr. Delcampo and his team will be making a site visit here in early

January to discuss partnerships. Everyone will be welcome to contribute and I will send out the agenda and schedule when the date is confirmed.

Regards,

Ken.