

Faculty Senate Meeting

MINUTES

AUGUST 15, 2014

12:30 PM

CALVIN HALL 100

MEETING CALLED BY	John Zimmerman, Faculty Senate President
NOTE TAKER	Jocelyn DeHaas
FACULTY ATTENDEES	Elvira Martin, John Zimmerman, Ralph Casebolt, Robert Galin, Pamela Scovall, Joe Kee, Lewis Gambill, Colleen Arviso, Bridgette Noonon, Jocelyn DeHaas, Frank Amankonah, Carolyn Kuchera, L.D. Lovett, Rachael Stewart, Marilon Joson, Frank Loera, Ann E. Jarvis, Chris Platero, Rachel Hewett Beah, Jim Sayers, Smitra Rashid, Matt Minges, Stephen Buggie
GUESTS	Dr. Dyer, Dr. Ahmed, Jeannie Baca, Tim Martin

Agenda topics

ACTION **APPROVAL OF AGENDA** **JOHN ZIMMERMAN**

DISCUSSION	
<p>Revise Agenda to add a discussion about the curriculum committee to the agenda. Motion: Robert Gallin Seconded: Carolyn Kuchera Discussion: Voice Vote: unanimous Motion Carried: Yes</p> <p>Revise Agenda to move the director's report until after the student services report. Motion: Jim Sayers Seconded: Pamela Stovall Discussion: Voice Vote: unanimous Motion Carried: Yes</p> <p>Approve Agenda with amendments Motion: Jim Sayers Seconded: Rachel Hewett Beah Discussion: Voice Vote: unanimous Motion Carried: Yes</p> <p>Approve Jocelyn DeHaas as recording secretary Motion: Carolyn Kuchera Seconded: Jim Sayers Discussion: Voice vote: unanimous Motion carried: Yes</p>	

ACTION **APPROVAL OF MINUTES (POSTPONED)** **JOHN ZIMMERMAN**

DISCUSSION	
<p>The Faculty Senate accepted the minutes from April Motion: Ralph Casebolt Seconded: Joe Kee Discussion: Smitra Rashid would like the spelling of her name corrected. Voice vote: unanimous Motion carried: Yes</p>	

The Faculty Senate accepted the minutes from August

Motion: Colleen Arviso

Seconded: Ralph Casebolt

Discussion: Smitra Rashid would like the spelling of her name corrected.

Voice vote: unanimous

Motion carried: Yes

INFORMATION

REPORT FROM FACULTY SENATE PRESIDENT

JOHN ZIMMERMAN

DISCUSSION

1. A proposal from the Full Professors Committee and the Dean of Instruction for a the possible procedures for selection of Regents Professor and Distinguished Professor was sent to all faculty. If you have questions, email Professor Ken Roberts at krrobert@unm.edu
2. The 2009 Operating Agreement between the UNM Board of Regents & the Local Advisory Group was also sent to faculty. Faculty Senate President Zimmerman wants to alert faculty that this document exists and recommends that faculty take a look at it. That way, as they move to the new operating agreement, the faculty will be able to give feedback.
3. Teaching excellence committee report – there are some vacancies on the committee. If anyone wants to work on a committee, there are openings
4. The strategic plan is being assembled by the institutional researcher. When it is complete, Ara will send it to the faculty. It is good for strategic planning and also contains interesting information.

INFORMATION

DEAN OF INSTRUCTION

DR. NIAZ AHMED

1. ADDESL has been named as one of the topic programs in the state. The Middle College also recognized.
2. Gallup Young Authors Conference will be on October 24th
3. Dean's Assessment Committee is working and will have two workshops, one on October 16th and the other on November 13th. Faculty is encouraged to attend so they can learn about best practice for assessment and to make student learning outcomes.
4. As a campus, we are actually 10 years behind in terms of student learning assessment, recording, and reporting. The campus has hired an assessment director: Dr. Nicky Johnson
5. Concerning issues of equity review for workload, salary, grants, etc., the FS has established a committee about these. Faculty Senate President Zimmerman corrected this by stating that this is not done by the Faculty Senate. Dr. Ahmed stated that he may have to set up a committee through his office; look for an email about it. The UNM-G administration's goal to advocate for regular salary increases for faculty. This should be an ongoing process
6. Funding is available for various types of grants to support for research and professional growth. **There are three committees: FPDC, Mini grants & RAC?** These should meet on a regular basis and concern selves with issues of equity. They should deliberate on equity issues in looking at their looking at the applications. The Dean's Office has increased funding on projects. The funding has been stagnant, but there have been increases in the number of faculty. The budget for funding needs to accommodate this and be dynamic for the future.
7. Committees have met and have a procedure ready concerning the processes for tenure and promotion. It is an ongoing discussion. The Provost's Office has revised the guidelines for tenure and promotion. Also, our internal committees have set deadlines.

INFORMATION

BUSINESS OPERATIONS

TIM MARTIN

DISCUSSION

1. One major problem has been the printer for Arts and Sciences in SSTC. He received notification yesterday that it is supposed to come next Tuesday. It is the biggest printer and it was ordered before the others. However, it comes from a different factory.
2. Vicky Olson has reported bandwidth problems in Gurley Hall. He may have to cut the bandwidth down on the wireless. He is looking into different options.
3. In regard to video capture, EU is in charge. They want the server to be in Albuquerque with a service-level agreement at the branch. He will talk with them on September 27th. This proposal will restrict bandwidth as well. Jim's suggestion is to have it here, move it there at night.
4. Math/language labs. We have two divisions and are open to suggestions and discussion. The drafting & CAD lab must come out of its current location because the space is too cramped there for them. They may be moved to

basement of Gurley, but they are also looking at other spaces such as the basement of SSTC. It may be put in DDM lab's space and then DDM would move to another place. We'll need 20-25 computers for DDM program.

- a. Math lab tentatively staying where it is at. That space is working well. Vendors are making design for the math lab. Once we get the design, he will run it by the faculty.
5. Budget updates. Fiscal year 2015 budgets are submitted. He will meet with division chairs to look at actual budgets in the past and the projections for future. Last year we ended up in the black; that is the goal for this year as well. We want to have meetings now so we have time to work on it. Frank Anankoah commended Tim and his team for getting math lab running.

INFORMATION

STUDENT SERVICES

JEANNIE BACA

DISCUSSION

1. It is an institutional requirement that we address issues of sexual assault on campus. This includes both Title IX and Cleary Reporting. If we are not compliant with them, we could be fined.
2. Update related to advisement: main campus has decentralized advisement. Advisement is done by advisors or achievement coaches who are located in specific schools or departments. We can talk about this more to have an advisor specific to a school. We have a small team to look at new and/or first term students.
3. Student Services are planning on fieldtrips to main campus. These are not just for students; they are also for staff and faculty. The fieldtrips include tours different presentations. These will most likely be scheduled on Fridays.
4. TRIO and Student Life have traded spaces. The idea behind it is that we want to expand Student Life presence. They are getting artwork and making it a student-friendly environment. They want to invite some of the main campus organizations to come out as well. LGBT will have a representative there. Health Services will have computers so that they can reach students on our campus for counseling and advice. They are interested in getting several other services represented so we give services like at main campus.
5. One of the pipelines of enrollment is the dual enrollment program. Frank & Ann and a few others are on the committee for this. They are working to assess our program, compare it with other programs, make a hand book, and talk to divisions.
6. Clubs – we have some students who want to get some student clubs going. Student Senate is not running after what happened in spring. But working on getting it going again with rules and guidance. Then that will go to students to vote.
7. Outreach initiatives: College Days will take information out to communities about our school. They will send out calendar; if anyone is interested in being involved let them know.
8. Questions:
 - a. Matt Mingus has there been feedback from main campus on the financial drop change?
 - i. Student Services have given main campus their comments but also have to comply with the decisions that are made at main campus.
 - b. L.D. Lovett is there a problem with Cleary, or is this just preventative action on our part?
 - i. Jeannie Baca – it is a little of both
 - c. Frank Amankoah what is student enrollment this term?
 - i. Jeannie Baca: Enrollment is down. UNM Valencia & UNM LA are up, but we are not. We need to let people know we exist, working with high school counselors, veteran's groups, etc. We are all ambassadors for our programs – not just one or two classes, but for the entire programs. The dual enrollment program is very good because parents not paying.
 - d. Tom – How many ARC students do we have?
 - i. Jeannie Baca: About 120. We seem to have a high number, but that is okay. Students need to be aware of the programs. We appreciate what you do to work with our students. Our accommodation faculty has been praised by the ARC students.
 - e. Jim Sayers – What about retention?
 - i. Jeannie Baca: Related to retention – we are looking at all of our majors and the number of credits they have. We will be working with our advisors to work with students more closely. If there are students who need intervention, faculty should contact her office.
 - f. Jim Sayers– Could we get numbers on those?
 - i. Jeannie Baca: Absolutely. We can get with Marie to look at success rates for different classes
 - g. John Zimmerman – are students given a copy of the handbook when they enroll? They need to be aware of the processes for complaints, etc. that are in place.
 - i. Jeannie Baca: As of now, no, but we are revising the orientation process and then they will. Yes, the students need to know.
 - ii. Dean Ahmed: – policies are in place, but sometimes they are hard to reconcile. If a student has a problem he should talk to his instructor; then if the problem is not solved, he should go to Student Services or Dean. The Student Services or Dean will tell him to make an appointment with the faculty. But the Student Services & Dean need to be involved to help solve problem. The division chair should call the faculty. Problems should be followed up upon and not fall through the cracks.
 - h. Frank Amankonah – what percent of students are funded by financial aid?
 - i. Jeannie Baca: It is over 70%. I can send that information out as well.

DISCUSSION	
	<p>Greetings.</p> <ol style="list-style-type: none"> 1. Yesterday we had an executive retreat for division chairs and administration. It was very good; we will do it every year. In addition, I'd like to have faculty retreats. Perhaps we can have one in the spring. 2. Strategic plan we started with was dated in some ways, but we are revising it now. It is a living document so it must change with the times. 3. American HED for Community Colleges <ol style="list-style-type: none"> a. The funding didn't work. They did not consult with the directors so it didn't work. We will be meeting with different groups that have committee working with HED. Why important? Key indicators like retention, enrollment, and degrees are indicators of success that will be tied to our budget. We have to be alert, listening & representing b. Economic development in our communities. Jose Garcia came to us and asked us to be a model for rest of state. I want to have a report on this. Right now we know we have a "Vote for C Vote for Me" initiative that will aid the library. Next year, we will have another initiative concerning vocational/technical instruction and training. I'm meeting with a lot of people to find out what they need in their work forces. How can we facilitate their needs? c. GLC, LD both partnering. d. Will send the PPT for the training yesterday out to everyone. 4. It is my pleasure to recognize excellent on the campus. The number one thing reported in student reports is "awesome instructors." I recognize excellence when I see it. Awards to give out now: <ol style="list-style-type: none"> a. Erica McFadden – community service b. Matt Mingus – teaching c. L.D. Lovett – college service d. John Zimmerman – professional development e. Award is named after Theresa Wilkins, our late colleague in anthropology. I've established a yearly award her: Dr. Theresa Wilkins Award for Faculty Excellence. This year's winner is Ken Roberts. <p>Thank you all.</p> 5. There are a lot of other things going on with enrollment pipelines and outreach. I am meeting with veteran's services and working with veterans on the Navajo reservation. We have an opportunity to develop a veterans center that is unrivaled in the country. 6. Questions? <ol style="list-style-type: none"> a. Frank Amankonah – When is the child care center going to open? Dr. Dyer: It is a Child Development Center. Becky is hired now. She has been running a 2-star facility here in Gallup. We are in the process of hiring the four instructors. We will be using Reggio Emilia teaching techniques. They'll all be going to the Educare facility in Phoenix for training. This is a partnership with the Children, Youth and Family Department. I hope that our school will be a pilot program to establish best practices that then can be replicated statewide. It should be opened in the spring. <p>Thank you.</p>

DISCUSSION	
	<ol style="list-style-type: none"> 1. At our last meeting, the Dean came in and said that there is a divorce between the Dean's Office & the curriculum committee. I am worried about the administrative load that is related to the committee. There is a huge administrative load that includes paperwork and records that go back for years. They include reviews and approvals of awards. Now this is being assisted by Jody in the Dean's Office. I am worried about how this is going to happen. I don't know the solution – one idea is to advocate for more admin support for Dean's Office. Now the Dean's Office has huge backlog of many different things. Faculty needs to think about it. 2. We have one program review this fall – I'll let you know about it soon. The biggest problems are lingering projects & the paperwork associated with them. We don't know how this is going to work – I can't envision it. <ol style="list-style-type: none"> a. Matt – What are the options? b. Jim – I think it is an unrealistic for all of the work is involved with the committee. Perhaps the chair of the curriculum committee could have a course release. c. Frank Loera–I think that an assessment/curriculum coordinator position is being discussed. d. Jim Sayers– Until then, we really need the administrative assistance we had with the Dean's Office. <p>Motion: The Faculty Senate supports the immediate hiring of an additional administrative assistant for the Dean's Office to provide support especially for assessment and curriculum.</p> <p>Motion: Matt Mingus</p>

Second: Lewis Gambil
 Voice Vote: unanimous
 Passed: Yes

- e. John Zimmerman –It is in the bylaws that Dean will be ex officio member of the curriculum committee.
- f. Anna Frank - What came out yesterday at the meeting is that Dean, as ex officio, should not have to come to all of the meetings.
- g. Jim Sayers – It is never a perfect union between the Deans and the committee, but it has worked better with the Dean being there rather than not. Dean Ahmed said that sometimes institutions give the committee fully to the faculty, but in those situations, the curriculum committee director has full course release.
- h. Cindy Ogden – Deans have given us good ideas in the past. It would be good if he could be there.
- i. Smitra Rashid - Could we make this an agenda item next time?
- j. Frank Amankonah – I suggest that we make it a question for the senate and then have the Dean respond to that.
- k. Jim Sayers – I think it would be good to follow Smitra’s suggestion.

Motion –that the Faculty Senate send a letter to the Dean requesting that he attend the next faculty meeting to discuss his involvement in the curriculum committee

Motion: Frank Amankonah
 Second: Cindy Ogden
 Voice vote – unanimous
 Passed: Yes

INFORMATION

ANNOUNCEMENTS

DISCUSSION
On October 24 th the Gallup Authors’ Conference will take place. Volunteers needed. The kids are going to come to the campus.
Anna Frank – There will be a community chorus to sing Handel’s Messiah
Frank Loera – Today is the Homecoming Parade; it starts in about an hour. We have a UNM-G banner.

ADJOURNMENT

ACTION

DISCUSSION
John Zimmerman – if there is nothing else, should we adjourn? Motion to adjourn Motion – Matt Mingus Voice Vote: unanimous
Motion: Adjourned: 2:28 pm by John Zimmerman
Recorded by: Jocelyn DeHaas, Faculty Senate Secretary on September 19, 2014