

# Faculty Senate Meeting

## MINUTES

OCTOBER 17, 2014 12:30 PM

CALVIN HALL 100

MEETING CALLED BY	John Zimmerman, Faculty Senate President
NOTE TAKER	Jocelyn DeHaas
FACULTY ATTENDEES	John Zimmerman, Pamela Stovall, Frank Loera, Carolyn Kuchera, Bridgette Noonan, Robert Gallin, Frank Amankonah, Florentine Smarandache, Ralph Casebolt, Matt Mingus, Jim Sayers, Jocelyn DeHaas, Frank Amankonah, Kristian Simcox, Rachel Hewett-Beah, Lila Cuciuc, Carmela Lanza, Lewis Gambill, Rachael Stewart, Joe Kee, Jr., Erica McFadden, Ann E. Jarvis, Anneka Lundberg, Martin Link, Gayle Woodcock, Gloria Dyc, Laura Blalock, Cindy Jones, Smita Rashid
GUESTS	Jeannie Baca

### Agenda topics

**ACTION APPROVAL OF AGENDA JOHN ZIMMERMAN**

DISCUSSION	
<p><b>Approve Agenda</b>            Motion: Robert Gallin            Seconded: Anneke Lundberg            Discussion:            Voice Vote: Unanimous approve            Motion Carried: <b>Yes</b></p>	

**ACTION APPROVAL OF MINUTES JOHN ZIMMERMAN**

DISCUSSION	
<p><b>The Faculty Senate accepted the minutes from September</b>            Motion: Robert Galin            Seconded: Carolyn Kuchera            Discussion: Correct "RAC" grants to RSC (page 2)            Voice vote: Unanimous approve            Motion carried: <b>Yes</b></p>	

**INFORMATION REPORT FROM FACULTY SENATE PRESIDENT JOHN ZIMMERMAN**

DISCUSSION	
<ol style="list-style-type: none"> <li>1. We have two adjunct faculty representatives: Martin Link &amp; Kristian Simcox. According to the constitutions, we can have four adjunct representatives who are voting members in the faculty senate. We can have two more so if you know of anyone who would like to serve, have them contact me.</li> <li>2. I sent out the strategic plan document to everyone. Dr. Ahmed is forming a strategic plan committee. If you want to be on it or have comments about the plan, please contact him.</li> <li>3. I've been invited to the advisory board meetings. The first will be next Wednesday [10/22]. I will go and report back about what is happening during those meetings.           <ol style="list-style-type: none"> <li>a. One thing we are talking about a lot in the operations and other committees is service learning. Instead of making another committee, in the spring we'll have a roundtable and talk about it. We may do a survey to find out what students and staff want to do with service learning. Then we can collect the information to Carmen to put on the web site.</li> <li>b. Dan Young came and talked to us about service learning last month [9/22]. He had some good ideas and is willing to give us advice and help with funding so that we can institutionalize service learning. Ralph Casebolt does it in his class, but we would like to expand service learning – it is good for the students, the school, and the community.</li> <li>c. There is a metaphor of a book. Each class might write a page, or just a paragraph, but it all comes together to form a book. Every little thing that we do matters and can help.</li> </ol> </li> </ol>	

**INFORMATION****EXECUTIVE DIRECTOR’S REPORT****CHRISTOPHER DYER**

	No director's report this month.

**INFORMATION****STUDENT SERVICES REPORT****JEANNIE BACA**

	<ol style="list-style-type: none"> <li>1. Acknowledge we are thrilled to invite Faculty Senate President Zimmerman and any other faculty to the Advisement Board meetings.</li> <li>2. Our enrollment for the fall is 2400.</li> <li>3. Fall graduation will be on 12/13. We would love to see you all there. Rose is taking orders for the regalia. It will be indoors. Please join us. <ol style="list-style-type: none"> <li>a. Dr. Ahmed also sent out an email about needing grand marshals for graduation. Please let him know if you are interested in serving as one.</li> </ol> </li> <li>4. Dr. Ahmed decided that the Learning Labs for math and English will transfer over to Academic Affairs rather than Student Services starting in spring semester. It seems that it is a better fit.</li> <li>5. The faculty had requested that the campus police be on site on Saturdays. We asked security to do this, and they have been here on Saturdays for about a month now.</li> <li>6. Director Dyer is now overseeing the child development center. If you have any questions related to the center, you should ask him. We have an operations director on board: Rebecca Romero. The opening is now set for March per Dr. Dyer.</li> <li>7. Yesterday we wrapped up interviews for a new HR person.</li> <li>8. A Veterans’ Center coordinator and Accessibility Resource Center coordinator to be hired soon.</li> <li>9. We had a great event last weekend with SKILLS USA. Group of students from welding and other career technical education programs participated and joined with other students from around the state. Our students were great and made UNM-G shine.</li> <li>10. As you know, Tim Martin has left. We will have Rick Goshorn from main campus on loan starting next week and running until the rest of the semester. That will give us time to someone. He has years of experience, is nice, and is straight forward. He’ll be here two to three days per week, and he will be at main campus the rest of the time.</li> <li>11. Dual Credit – We are exploring a couple of models so we can expand dual credit as an enrollment pipeline. The Valencia campus is using a strategy where their faculty is the faculty of record but high school teacher is actually teaching the class. It has been very successful; they have surpassed us in enrollment because of this.</li> <li>12. The reporting structure – there are about 10 areas that report directly to the Director’s office: HR, CFO, Facilities, IT, MCO, Institutional Research, Outreach Coordinator, Dean Ahmed, Student Services, and Child Care.</li> <li>13. Student Services would like to have positive communication with students and faculty. Let us know what we are doing or not doing to improve our services for the students.</li> </ol> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Do you have a date for spring graduation? Last year it changed so much. <ol style="list-style-type: none"> <li>i. Jeannie Baca – We are hoping it will be the last day of the spring term &amp; it will be inside. We’ll let you know. Last year it was adjusted because after the time and venue were set, another school had reserved the space. The spring graduation this year will be smaller because we have more students graduating in Fall. Once we secure the venue, we will let everyone know.</li> </ol> </li> <li>• Since this is the first time we are having a fall graduation, I’d like to know why? Who decided it? <ol style="list-style-type: none"> <li>i. Jeannie Baca – The graduation committee decided. We had a debriefing after the spring graduation because of all of the problems such as the winds, people couldn’t hear, and elderly family members had trouble getting up onto the bleachers. It wasn’t as much of a celebration as I thought it should have been. We can do better. We thought we have a place indoor right next door. We can use that. Main has both fall and spring graduations as well. We can do better than last time. The venue is indoors at Miyamura High School, and it has good parking, sound, stage. It is a nice layout and also has a nice area for the reception. Our rational was to make it enjoyable for all involved to be able to really celebrate the achievements of the graduates.</li> </ol> </li> <li>• What about students who are graduating in the summer. Will we have a summer graduation, too? <ol style="list-style-type: none"> <li>i. Jeannie Baca – No, those students who finish in the summer can walk in the fall graduation.</li> </ol> </li> </ul>

**DISCUSSION/ACTION  
ITEM****Sustainability Task Force****PAMELA STOVALL**

DISCUSSION
<p>Pamela Stovall – Recycling on campus. I have carried my recycling to Albuquerque for many years. We don't have to do that anymore – the campus will now be recycling. We will do Plastic 1 or 2, paper, cardboard &amp; aluminum cans. The city gave us a large bin that is up on the hill by the child care center in the parking lot. We have Herbies for recycling on the lower level between Gurley Hall and SSTC. If you want to use the larger bins, give me a call and I or Rulon Ashcroft will open up the bin. We can't leave it unlocked because too many people throw trash in there. We are working on getting more Herbies around campus.</p> <p>There is also a pilot program that will start in Calvin Hall. We are taking the garbage cans out of the classrooms, and putting recycling bins in the hallways. We hope that faculty will encourage students to use them. The facilities department asks that we make sure people don't just leave their trash in the classrooms – they need to take it out to the bins.</p> <p>We also have a pilot program that we are starting in Student Services – desk-side recycling. The people there will be given a recycling bin for their desk. If you want to try it, let me know. Facilities will not pick the recycling bins up and sort them; each person will have to do it themselves.</p> <p>Official rollout, UNM Gallup Recycles, will be in the spring on November 18 which is America Recycle Day. We will make it a celebration with games and more.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Can we bring items to recycle from home? Pamela Stovall: Yes</li> <li>• Are items in SSTC in the recycle bins being recycled now? Pamela Stovall: No, it has not been, but we will be doing it now. The physical plant will not pick up and sort any of the recycling. Eventually they will hire a full-time person to do it.</li> <li>• Does UNM-G make money from the recycling? Pamela Stovall: Under the agreement with the city, we do not make any money from it now, but that could change in the future if the program is a success.</li> </ul>

**DISCUSSION/ACTION  
ITEM**

**INSTRUCTIONAL TECHNOLOGY COMMITTEE**

**FRANK LOERA**

DISCUSSION
<p>Frank Loera –</p> <ol style="list-style-type: none"> <li>1. My first question is: did we have an instructional technology committee in the past? <ol style="list-style-type: none"> <li>i. Rachel Hewett-Beah – We had an informational technology committee but not an instructional technology committee.</li> <li>ii. ? I'm on the teaching excellence committee and have been looking at the notes. We promoted the use of instructional technology a few years ago.</li> <li>iii. John Zimmerman – I created this committee because there are serious issues with the IT department that have not been addressed.</li> <li>iv. Rachel Hewett-Beah – The teaching excellence committee focuses more on faculty training and using technology in the classroom, not hardware issues.</li> </ol> </li> <li>2. I think that one of the first things we need to discover are what are the faculty needs and where do the faculty want us to work? We have a survey ready and want to administer it; the survey isn't on Survey Monkey. It has questions like: What do you need? What support have you had? Would you like more support? For example, none of us have administrative rights on the computer; there is a question on whether faculty wants that. There is training at UNM Main to get more familiar with the technology and maybe we can lobby for admin rights in that way.</li> <li>3. If we have an organized format we can get the problems solved. There are some good things about our IT department – Belinda is wonderful. There is some organized tracking and work orders. Some of the technicians in there that really want to do a good job, but they haven't had the support and/or training. We all know they are understaffed – we can support them. We invite more faculty to come onto the committee.</li> <li>4. Rebecca Hewett-Beah – Educause is a great website on educational technology. Anyone can sign up for it. You can get your institutional information plugged in and compared with other similar campuses. I think Jim Blackshear would have to do that because he has the data.</li> </ol>

**DISCUSSION/ACTION  
ITEM**

**STUDENT SERVICES COMMITTEE**

**CAROLYN KUCHERA**

DISCUSSION
<p>The student services committee is another ad hoc committee. The committee members are: Carolyn Kuchera, Robert Gallin, Chris Platero, Jocelyn DeHaas, Corine Gonzales, and Coleen Arviso.</p> <p>I sent out an email to the faculty asking for input faculty about what they perceived as needs in Student Services. The results were mostly concerning advising and tutoring. We had a committee meeting and came up with four action items. I make the following motions:</p> <ol style="list-style-type: none"> <li> <p><b>1. Advisors to be dedicated to specific programs, and required to meet with program directors/coordinators to open communications.</b></p> <p>Seconded: Matt Mingus Discussion: Discussion revolved around support for the recommendation and examples of problems with advising. Jeannie Baca talked about the system in place. She stated that they have advisors' meetings every Wednesday morning at 8:30, and all faculty are welcome to come. Ms. Baca also addressed a question about training. Advisors do attend training both at the local level (Main) and national training. Voice Vote: Unanimous approve <b>Passed: Yes</b></p> </li> <li> <p><b>2. Updated paper checklists to be made available to students. These updated checklists will be tailored to the student's program of study.</b></p> <p>Second: Matt Mingus Discussion: Voice vote: Unanimous approve <b>Passed: Yes</b></p> </li> <li> <p><b>3. Better management of and education on Lobo Trax, including an update and a designated system manager, as well as efforts to educate students.</b></p> <p>Motion: Jim Sayers Seconded: Rachel Hewett-Beah Discussion: Discussion centered around how some students do not understand the technology so they cannot use this system. Jeannie Baca assured that all students are trained on LoboTrax when they come to advising. Erica McFadden explained that LoboTrax is presented in the College Success classes. The suggestion was made that all students be required to take the College Success class, including returning students. The returning students might have a shorter class, but it would be important for them so that they could keep up on changes. Voice vote: Unanimous approve <b>Passed: Yes</b></p> </li> <li> <p><b>4. Embedded tutoring should be implemented, meaning each program/discipline/department would have a dedicated tutor who would attend each faculty member's classes and tailor tutoring to the faculty member's expectations. In addition, each tutor would be required to have background in the subject matter.</b></p> <p>Seconded: Matt Mingus Discussion: Robert Gallin explained that each department would hire their own tutor. At NMSU it is done that way; the English department will hire the English tutor. That tutor will go to classes and talk with faculty members to find out what each instructor expects. Discussion centered around how this was previously the model at UNM-G, but then the model was changed. This motion would be to move back to an earlier model. Voice – Unanimous approve <b>Passes: Yes</b></p> </li> </ol>

<b>DISCUSSION/ACTION ITEM</b>	<b>MAILROOM HOURS/ACCESS</b>	<b>BRIDGETTE NOONEN</b>
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DISCUSSION
<p>Bridgette Noonan - The mail room is now open only 2 hours per day. This is a problem for me because I get shipments of perishables. It is a problem that we don't have access to our perishables or other items. This has been a problem with other people as well.</p> <p><b>I make a motion to hire work study students to keep the mailroom open all day from 9-5.</b></p> <p>Second: Gloria Dyc Voice vote: Unanimous <b>Passed: Yes</b></p>

<b>INFORMATION</b>	<b>FACULTY SENATE COMMITTEES</b>	<b>JOHN ZIMMERMAN</b>
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DISCUSSION
<p>Chair &amp; Membership</p> <p>John Zimmerman – According to the bylaws, we should run through standing committees every meeting. Each one should report even if it is brief or the committee hasn't met.</p> <ul style="list-style-type: none"> <li>• Faculty committee on student affairs: no report</li> <li>• Curriculum committee: Jim Sayers – The committee has met a few times, and there no actions right now. There are several courses &amp; at least one program that are up for approval. These have been sent back for more paperwork</li> <li>• Library: Matt Mingus – We've also met a few times. The faculty should be aware that we are shifting to another cataloging system; Main will be shifting and so will we. It will be an easier, better system for us. We are also organizing for National Library week in April. We will want volunteers to read posters.</li> <li>• Ethics/academic freedom: Cindy Torres – We met this morning. We will keep meeting</li> <li>• Teaching excellence: We have a meeting next Thursday from 2:00 – 5:00. We will regularly meet on Thursdays from 4:00-5:00. Dr. Ahmed asked us to find out about teaching best practices. We will do that and work with those to form guidelines. We would like do a survey with survey monkey to find out what the needs of faculty are. Have 9 members on the committee.</li> <li>• Constitution/bylaws committee: Robert Gallin – We have had no meetings yet but will in future.</li> <li>• CARC: Erica McFadden - We had a workshop yesterday on how to establish student learning outcomes. About fifteen faculty members came and several emailed to say they could not come but were interested. Carmen will put the PowerPoint up on the website. We will work with anyone who wants help.</li> </ul>

**INFORMATION****CROSS CAMPUS COMMITTEES****JOHN ZIMMERMAN**

DISCUSSION
<p>Chair &amp; Membership</p> <p>Florentine Smarandache - We worked on the American Mathematical Competition. We received twenty questions from another college. All 150 colleges in the Mathmatical Association of America will be doing the test. Last year we got first place in New Mexico – ahead of CNM and other places. We'll see what we do this year.</p>

**INFORMATION****ANNOUNCEMENTS**

DISCUSSION
<ul style="list-style-type: none"> <li>• Matt Mingus – a week from today is the Young Authors Conference. There will be a lot of young people on campus. It is a good time to show them how great the school is.</li> <li>• Frank Amankonah – We are having a time management and how to study workshop. This will be on October 28<sup>th</sup> from 2:30-5:00 in SSTC 200.</li> <li>• Jim Sayers – Across the country is there is panic about ebola. We have seen some schools closed because of it. Although it probably won't come here, I want to make sure that someone on the top has a plan in place to obviate the problem.</li> <li>• Smita Rashad – Did the dean get a new assistant? We voted on that at the last meeting. John Zimmerman – Yes, it is happening. It will be an internal hire and will specifically work with the curriculum committee and with tenure and promotion.</li> <li>• Martin Link – I have two items. First, I am concerned about the student senate. I think it is not on the front burner, but I think it should be. We need a working student senate so that clubs and other student organizations can continue. Jeannie Baca – I think that a student senate is vital. We are hoping to put the new student senate constitution &amp; bylaws out for approval. We want elections by spring. Some of the student organizations are still functioning.</li> <li>• Martin Link – Second, we have witnessed the passing of 2 very formidable instructors: Teresa Wilkins and Mark Wilson. I would like it placed on the record that we appreciate their contributions and send condolences to their families.</li> </ul>

**ADJOURNMENT****ACTION**

DISCUSSION
<p><b>Motion to adjourn</b></p> <p>Motion: Robert Gallin</p> <p>Voice Vote: Unanimous approve</p>
<p>Motion: Adjourned: 2:28 pm by John Zimmerman</p>

