

Faculty Senate Meeting

MINUTES

MARCH 20, 2015

12:30 PM

SSTC 200

MEETING CALLED BY	John Zimmerman, Faculty Senate President
NOTE TAKER	Jocelyn DeHaas
FACULTY ATTENDEES	John Zimmerman, Robert Galin, Jocelyn DeHaas, Matt Mingus, Frank Amankonah, Lora Stone, Bruce Gjeltema, Rachel Stewart, Ann Jarvis, Lewis Gambill, Erica McFadden, Rachel Hewett-Beah, Carolyn Kuchera, Bridgette Noonan, Corine Gonzales, Jim Sayers, Gayle Woodcock, Kathy Head, Christ Platero, Laura Blalock, Lilia Cuciuc
GUESTS	Dr. Dyer, Ms. Jeannie Baca

Agenda topics

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

DISCUSSION	
<p>Motion to approve the agenda. Motion: Erica McFadden Seconded: Matt Mingus Discussion: none Voice Vote: Unanimous Motion Carried: Yes</p>	

ACTION **APPROVAL OF MINUTES** **JOHN ZIMMERMAN**

DISCUSSION	
<p>Motion to approve the minutes from the 20 February, 2015 Faculty Senate Meeting. Motion: Lora Stone Seconded: Matt Mingus Discussion: Voice Vote: Unanimous Motion Carried: Yes</p>	

INFORMATION **REPORT FROM PRESIDENT** **JOHN ZIMMERMAN**

DISCUSSION	
<p>John Zimmerman opened the meeting by explaining that the next meeting, the last for the year, will include the elections for the senate posts and representatives for the operations committee. The nominations committee will send out requests soon. Zimmerman encouraged people to run, and also to send out a little about themselves and their platforms on the AllFac listserve. He mentioned that he did this last year when he was running, and it worked well. It gives people who are not familiar with the candidates the information they need to make informed choices. He also reminded faculty members to ask permission from a person before nominating him/her.</p> <p>Zimmerman announced that Interim Dean Roberts was not in attendance because he was in meetings. Roberts did provide a copy of his report about what he has been doing. Zimmerman had copies for faculty members. He offered to take any questions about the dean's report to him.</p> <p>Zimmerman addressed questions brought to him previously about the evaluation of division chairs and dean. He provided information that he had gained: all of the division chairs will remain in place at least until the end of fall term. During fall semester, Interim Dean Roberts will thoroughly evaluate each of the division chairs will be evaluated next fall. The division faculty will be given an opportunity to vote. At that time the faculty can evaluate Interim Dean Roberts as well.</p> <ul style="list-style-type: none"> • One faculty member asked why this was to be in the fall rather than in the spring. Zimmerman explained that 	

he was passing on the information given to him. Director Dyer interjected that they had decided to do it this way because there had been so many recent changes and this would provide a little more stability to complete projects. He said that there was one interim chair who had agreed to stay on.

- Another faculty member said that he thought the plan was good. He reminded the faculty that the purpose of evaluations was not to remove someone, but to help them improve on their performance.
- Director Dyer said that in the past there was an evaluation box where three times per year people could put in their positive suggestions so that people would know how to improve. This could be done again if it was something that people wanted.

INFORMATION REPORT FROM THE EXECUTIVE DIRECTOR DR. CHRISTOPHER DYER

DISCUSSION	
<p>Director Dyer said that he had much good news to share with the faculty senate.</p> <ol style="list-style-type: none"> 1. He and Interim Dean Roberts have been examining salaries and the inequity in salaries. They will increase them. For Lecturer 1, 2, and 3, there will be \$500 added to each increment. They will also increase the pay raise given when someone earns their Ph.D. He does not have the numbers right now, but he and Roberts will make a formal announcement at the next meeting. He assured the faculty that these will be positive adjustments. <ul style="list-style-type: none"> • A faculty member asked whether Code 3 and Code 4 would also get raises. Dyer explained that they would not, but when they were promoted at Code 6, they would. 2. About 8 months ago he and the administration put forward a concept with the Center for Career Education. Dyer just received notification that the campus has just been awarded a \$350,000 planning grant for it. 3. Dyer had a meeting a few days prior with the Assistant Attorney General for the Navajo Nation. They are having problems filling openings that they have for tribal advocates. The advocates must have passed the bar, and that seems to be a barrier to filling the positions. The meeting produced a suggestion that UNM-G could help with this. They are looking to initiate a specialized program that would include intensive writing courses and a capstone course or seminar that would specifically help students pass the bar. The Navajo Nation will give the campus \$300,000 for a pilot program; if that is successful, they have offered to endow a faculty chair for \$1 million. 4. Dyer announced that Christy Butler will be sending out an email newsletter, <i>In the News</i>, every two weeks. If anyone has an accomplishment to share, an event to announce, or a congratulation to bestow, this is the place to do it. Please send information to Christy. 5. Dyer had a meeting at Laguna Pueblo last week. The result is that together they are developing a proposal on a workforce development program. UNM-G may be establishing a distance learning program with them. 6. The advisory board will be meeting next week to focus on the budget. The board was down one member, but Hayes Lewis, the superintendent of the Zuni school district has agreed to join our board. 7. The 2nd annual Workforce Summit was held over spring break and was a great success. 8. Dyer and faculty members worked on the ArtPlace America grant and will hear back about it in April. The grant is to develop art & culture in the community & the campus. One suggestion is a lecture series. 9. Dyer said that they had had a very successful staff retreat. The recent one was down at the Kiwanis camp. The afternoon the topic was turned to timebanking, a method of giving and receiving to build supportive networks and strong communities. He will be looking at this in the future for the campus. Edgar Kahn is the national leader on timebanking, and he is coming to Gallup to give workshops in the future. At the retreat, they also asked staff for "My Big Idea." Some staff members wrote as many as 8 ideas. Dyer encourages the faculty to send their "big ideas" to him as well. He will send out a form to everyone. Right now they have six pages of ideas. 	

INFORMATION REPORT FROM THE INTERIM DEAN OF INSTRUCTION KEN ROBERTS

<p>Dean Roberts did not attend the meeting but sent a written report instead. The written report is copied below:</p> <p style="text-align: center;">Dean's Report to the Faculty Senate Friday 20 March 2015</p> <p>Please excuse my absence. Today I will be meeting with Senior vice Provost Parker, and attending training.</p> <ol style="list-style-type: none"> 1. I would like to suggest that we form a Dean's Ad hoc Committee on Salary and Workload Equity. We did have such a committee several years ago. It's time for another. Dr. Gjeltrema served on that committee and on his own initiative has already started to design a local instrument by which we can (a) see where we are at present (b) how we can make any needed adjustments in a fair and professional manner. It makes sense that Dr. Gjeltrema should chair this committee. If you would like to serve, please contact Dr. Gjeltrema directly. 	

2. Compensation for promotions will be increased. Dr. Dyer will expand on this in his report.
3. Student/faculty evaluations. Three faculty responded to my request for input. One faculty member asked that the window through which students can enter their evaluation be extended to the end of the semester. The questions as offered, including the questions used for Arts and Sciences in Albuquerque were thought to be acceptable. At the request of two faculty, I also forwarded three other questions for consideration by the Teaching Enhancement Committee:
 - (a) The instructor was well organized and prepared.
 - (b) The instructor takes the time to clarify areas of confusion.
 - (c) The instructor shows respect and concern for students.
 All three questions were deemed excellent and have been added to our student evaluation forms. The deadline for student evaluation entry will be extended to the last day of classes.
4. We are moving ahead with our dual enrolment program. Special thanks must go to Dr. Lewis Gambill and Dr. Lora Stone for being creative and flexible in their response. Dr. Gambill has already agreed to go to a high school to teach a class and Dr. Stone has volunteered if needed. Dr. Gjeltema has agreed to recruit willing faculty (for a pilot program) to teach a 9:00 – 10:15 class in Math (M+W) and English (T+R) on our campus. This time slot will align with the CCTE bus schedule which brings high school students to our campus for business and technical dual credit classes. Qualified high school students will be encouraged to occupy the empty seats on those buses and take advantage of the above classes. These classes will be open to all of our students. The Compass Test will be administered at Gallup High, Miyamura High, and our Zuni Campus. A previously approved instructor will be teaching a dual credit class at Zuni High School in the fall. In addition, Dr. Gjeltema has identified a qualified instructor at Miyamura High School who may be approved to teach a math class. Dual enrolment must be a long-term commitment and I would be grateful if faculty would continue to send their input and come forward.
5. On-line Course Designer (and Instructional support) person will be hired. I have received a couple of web site addresses to visit which do have job descriptions. This person will be faculty (at least partly) so we will have to give some thought as to what classes will be needed. I will send an example to Dr. Dyer and Mr. Jim Blackshear for their input.
6. Tohatchi classes. Special thanks must go to Ms. Laura Tjon, Ms. Jayme McMahon, and Ms. Erica McFadden, for helping to steer our efforts in a professional and appropriate manner. We are making steady progress with our needs survey. All five Chapter Houses in the catchment area have received a survey packet. Responses have begun to come in from Tohatchi Chapter House. The main need identified so far is for General Education classes. We continue to try and define our role and identify our possible student group.
7. Zuni Campus. Data has begun to be gathered from Zuni coordinator, Mr. Bruce Klewer, which we hope to use to identify longer term needs. The data will include numbers of classes cancelled (and why) as well as successful classes. In addition to our previous class offerings, we will be adding a studio art class and an art history class to the fall schedule. All faculty input on our Zuni efforts is welcome. **Reminder, please take the safe driving on-line course so that you can use our new fleet of vehicles.**
8. Having gained access to certain data sites, the Dean's office has begun to gather its own data for class planning purposes and program needs. This is just a beginning but an important one. In the future, when perhaps we aren't so *well off*, the campus will need to make some difficult data driven decisions. This effort will still include our Institutional Researcher.
9. Summer schedule is in its second draft. We have been able to fund the needs identified by each chair. But there are no funds at this time to increase the \$1,000 per credit hour for full-time faculty.
10. Please give some thought to how we can adjust our fall schedule (in places) to possibly generate more student interest and hopefully more credit hours.

As I continue to learn the *inside* of the job of Dean of Instruction, I am grateful for all the support and patience I have received from the Division Chairs, faculty and staff.

Truly,
Professor Ken Roberts. Dean of Instruction.

INFORMATION

REPORT FROM STUDENT SERVICES

JEANNIE BACA

DISCUSSION

Jeannie Baca passed out information about a new scholarship that has just been established from Naked Mobile. They will offer up to a \$2000 scholarship. In addition, the financial aid office has been busy awarding students with scholarships that have been dormant for a while. She hopes to establish an emergency scholarship fund to help students who have unexpected expenses that might cause them to have to drop out of school. Director Dyer said that this was a topic that he is advocating on the budget committee.

Baca announced that plans for dual credit are progressing well. She and Gjeltema have been talking with high school

counselors. Right now they will follow a traditional model of getting our curricula out to the students. In some cases, their teachers will be teaching from our materials, in others, our professors will go to the schools. They are also looking at coordinating with the bus system to bring students in to campus. This would be an ideal situation. The most important thing is to ensure academic rigor in the classes regardless of where they are taught.

- A faculty member asked whether students paid for dual credit classes, and another asked if they paid for their textbooks. Baca explained that in our state there are 3 different options students from which students can choose in order to graduate; dual credit is one of the options. Therefore, as a requirement, the state will pay for it. The tuition is waived for the student, but later the school is reimbursed by the state for it. The students do not pay for textbooks either. If there is a special fee for the class, however, the student must pay for that.
- One professor had questions about how the credits for the dual credit classes would be counted toward teaching load as they are not the same as UNM-G's credit hours. Baca explained that was something that faculty members would have to work out with the division chairs.
- Another faculty member asked if the program will be extended to schools that are farther than 8 miles away? Baca replied that she wants to do that. She wants to start with the schools that are close, then expand and try different models. Director Dyer said that many different ideas about dual credit are being considered. He does not want the campus to get bound to one model, but wants to open the program up as it gets more developed, to different places and establish different modes of teaching such as having an afterschool program in a community with dual credit high school students mixed with community members attending classes. Baca said that there were regional and national conferences in the fall concerning dual credit; she would like it if some of the faculty could attend.

Baca also stated that the student senate finally has officers and is ready to move forward. She praised the new student senate officers and also encouraged faculty who want to start a club or be an advisor for one, to let her know.

The LGBTQ Center opened up last month. They now have staff and will be sponsoring different activities. Her office will have a Safe Zone training next month and everyone is invited to attend.

The student recreation area is being repainted. The goal is for that to be a place students want to come.

UNM-G has quite a few CTE students enrolled in SkillsUSA. Last fall we had the state conference here, and this year Ann Jarvis has a great group of kids who will compete this year.

There are plans to enlarge the Student Success Center. It expand the TRIO space to have more support for students such as student exchange, transfer, STEM initiatives, etc.

Baca also said that she has different types of marketing items with the UNM-G name on them. If anyone would like some, please come to her office.

DISCUSSION/ACTION	INSTITUTIONAL RESPONSE TO FACULTY LOSSES	JOHN ZIMMERMAN
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DISCUSSION

John Zimmerman introduced the next two discussion/action items as repeats from the previous meeting. Both are items that the operations committee thought were best handled now rather than waiting until next fall.

The first is the issue of an institutional response to faculty losses. He provided the membership with a ballot that included the three suggestions that were discussed during the last faculty senate meeting. He asked that the faculty rank their favorites.

1. Plant a grove of trees with plaques that displayed the names of late colleagues
 2. Naming lecture halls or classrooms after them
 3. Naming the Faculty Senate awards after our colleagues.
- One faculty member stated that she wanted the students to know about these faculty members and they would not if the faculty senate awards were chosen. In addition, how would they be ranked? Is one award more important than others; would that mean that the person it was named for was more important? She could see problems with it.
 - Director Dyer stated that although trees cost money, there are funds for it. Recently he and his team raised several thousand dollars from a donor appreciation event. Usually, main campus associates naming rooms with donations. He is not sure how it could be done, but Ara Green can help coordinate it. Possibly we can offer donors the opportunity to sponsor the naming. This is something that is personal to you and is something I'll support your decision. In the fall I will also be giving the executive director awards out – do you think that the names on those should rotate? I am adding an award for staff and one for adjuncts.
 - One faculty member said she did not like the idea of the late faculty member being remembered only once every four years if the names were rotated.

Zimmerman asked again if everyone could mark the ballot. He reminded everyone that in the end the faculty senate is just a recommending body, but we need to put our opinion forward.

The vote was tallied and the most popular option was to name classrooms or lecture halls after the late colleagues (13

chose this as their first choice). The second place suggestion was to have a grove of trees (5 had chosen this as their first choice). No one chose the idea of naming faculty awards as their first choice.

DISCUSSION/ACTION	OPERATIONS COMMITTEE PROPOSAL REGARDING SPECIAL ADMINISTRATIVE COMPONENT/RELEASE TIME FOR FACULTY SENATE PRESIDENT, CURRICULA CHAIR AND CARC CHAIR	JOHN ZIMMERMAN
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DISCUSSION

Zimmerman explained that we have had multiple discussions about SAC/release time for the some of the positions on the faculty senate and the CARC & curricula committee chairs. People realize that certain committee chairs have a much heavier workload than others. Giving SAC or release time might also encourage competition for the positions. He provided a ballot to the members with the following three different options for consideration:

- Faculty Senate president \$9000 SAC or course release
- Faculty Senate secretary \$1000 SAC
- Curriculum committee chair \$5000 SAC or course release
- CARC committee chair \$2500 SAC or course release
- Each position (Faculty Senate President, Curricula Committee Chair and CARC Chair) would receive a SAC that is 10% of their current salary or one course release each semester.
- Each position (Faculty Senate President, Curricula Committee Chair and CARC Chair) would only receive one course release per semester.
- Immediately one faculty member asked from where the money for these will come. Zimmerman explained that it comes from the dean's office. Director Dyer agreed that he and the dean both support it.
- Another faculty member expressed that she did not like option #2 as it would discourage more junior faculty from participating.
- Another expressed that he both agreed and disagreed with option #2. On one hand, he thinks the three roles should be performed by faculty with tenure because they have the protection that tenure affords. However, it does discourage junior faculty from service. Yet another faculty agreed. He stated that this will exacerbate the inequity in pay that already exists on the campus. Junior faculty are being put into these positions and given so much work on top of what they also do. Another faculty member spoke up with her dislike of option 2. She indicated that the person in the position is not considered because of his or her entire vita, just his or her performance on the job. It would not matter if they were junior or senior faculty.
- Faculty members also questioned whether if a person received a SAC or course release, would that role still be counted as service to the university when it came time for promotion review. One senior faculty member said that he had been in different positions over the years – some had SACs and others did not. It was up to the chair as to whether these were counted in the reviews. Zimmerman said this is something about which we should look at the faculty handbook.

I move that we vote on #1 as being our solution.

Motion: Lora Stone

Seconded: Matt Mingus

Discussion:

- Faculty discussion centered around the difference in pay for the curricula committee chair and the CARC chair. The suggestion was made that the Faculty Senate President's pay be reduced and the committee chairs' pay be made the same, thus not changing the overall amount to be spent.
 - Faculty Senate president \$7500 SAC or course release
 - Faculty Senate secretary \$1000 SAC
 - Curriculum committee chair \$4000 SAC or course release
 - CARC committee chair \$4000 SAC or course release
- Other faculty were concerned that there was no work plan or deliverable for the positions. People discussed whether the work plan was something that should be similar to the faculty agreement – worked out individually with the chair, or something that should be standard. It was generally agreed that the operations committee, in consultation with people who have served as chairs and the committees will put together a work plan.

Amendment: I move to approve option #1 with the amendment of the amounts of pay to make the chairs' pay equal and the addition of a work plan.

Moved: Erica McFadden

Seconded: Lora Stone

Voice Vote: unanimous

Motion Carried: **Yes**

DISCUSSION
<p>Student affairs - none</p> <p>Curricula Committee: Jim Sayers - we have approved the Heritage Farming that is going forward with Dr. Orosco, Drafting 293, and several course proposals we sent back for modification. We approved the program review until 2030. We will be sending out email from vice-chair Mingus on classes to be reviewed. We also made a motion to put assessment plan in the documents for program review.</p> <p>Constitution and Bylaws Committee: none</p> <p>Teaching Excellence Committee: We sent out a survey through Survey Monkey. There were 15 respondents. Faculty were interested in a session on using technology in the classroom. We also looked at some of the proposed strategies, out of those English was the one most people chose. Some faculty were interested in using rubrics. Joe Kee mentioned that a cultural awareness workshop during the faculty development week would be good. Some respondents also wanted to learn to use Gradebook. We will also have a basic Learn workshop. We need to coordinate it all with the dean's office and work up a schedule.</p> <p>Constitution/bylaws: - none</p> <p>CARC: Erica McFadden - Now we have a jumpstart on 2014-15. Collen, Marina, and Joe are doing a great job of getting things onto PK20. They are working to get everything done.</p> <p>Library: Matt Mingus - National Library Week will be in April. We will send out an event list so that faculty can encourage students to participate. The Student Essay competition that Kuchera is working on is part of it. We are hiring a new librarian for the fall, and Rachel is looking for volunteers for the hiring committee.</p> <p>Jim Sayers – as the Gallup representative to the Albuquerque Faculty Senate, he wants to report that most of the issues that they discuss have nothing to do with the branches. He was told that as far as the legislature is concerned, the branches were independent and so they did not matter to discussions about main campus. There were a couple of issues about which he would like to discuss. The first concerns the policy that early retirees of UNM may continue to get health insurance at no additional cost. Current employees are subsidizing these retirees' health insurance. Although the faculty senate at main voted to continue the practice, the administration decided not to. The main campus is also concerned with the work load of their own curricula committee. They have over 75 items to approve. Some come from UNM-G and have problems such as missing signatures or they were out of line. In any case, I believe that whoever is the curricula committee chair here should be our representative to the curricula committee on main campus. It is a lot of work, but it would be a good practice.</p>

INFORMATION

ANNOUNCEMENTS/OTHER

DISCUSSION
<p>Corine Gonzales announced that next month is National Lab Month. They will be sponsoring a blood drive. Please come and ask students to come as well. There is always a shortage of blood here.</p> <p>Jim Sayers would like to see someone discuss or bring up access to the Director's Leadership Committee minutes. There is a Sunshine Law in New Mexico. We have a right to know. If shared governance is going on, then we need access to the minutes or there really is no shared governance. Zimmerman said that he would talk to Director Dyer to get more information on it and get minutes dispensed.</p>

ADJOURNMENT

ACTION

DISCUSSION
<p>John Zimmerman adjourned the meeting at 2:06</p> <p>Recorded by: Jocelyn DeHaas, Faculty Senate Secretary on 20 March, 2015</p>