



Faculty Assembly Meeting

MINUTES

October 20

Albuquerque with one of the CEO candidates, Dr. Malm, that Dr. Dominguez had to attend. Professor Galin mentioned that Dr. Dominguez would try to be present for the November meeting.

- 2) Professor Galin also noted that, during this meeting, the Faculty Assembly will follow Rules of Order. This means that, among other things, anyone who makes personal attacks will be censured.
- 3) Professor Galin recommended that faculty members look to the *Gallup Independent* for digital reports on all the CEO candidates, if they were unable to attend the faculty/staff forums. The *Independent* has attended every community forum. Since one more candidate will be visiting next week, Professor Galin also urged faculty members to remind their students to attend the forum in SSTC 200 on Wednesday afternoon and come to the morning forum themselves if possible; both students and faculty have a voice in the search and should remember this.
- 4) Carmen Wellborn and Professor Galin also need to know the chair of each committee and a current members list. Chairs should look at the website, make sure the information is correct, and inform both Carmen and Professor Galin if it is not.

Professor Galin then turned over the floor to Ken Roberts, the Dean of Instruction.

INFORMATION

DEAN'S REPORT

KEN ROBERTS

provided, but not coherent because there is currently no coherent plan. There need to be clear plans, and more related ones in place.

- 3) **Governor** **HEED Summit** **Dean** **ended** this summit on 9th of September. It was mostly about the author continues to encourage the industry. **Dean** **described** interesting data provided by Dr. Greg Heileman. He was named by the state to help with common core numbering because of his experience at UNM. He has moved to Georgia but continues to engage with state authorities. In terms of new best practices, for us to survive, he has listed some things that are important, but Dean Roberts believed the most important idea was that we have to break down the barriers between Student Services and academia. Dean Roberts himself had misperceptions about Student Services in the past that he has had to correct. Dr. Heileman described partnerships and ways to restructure the campus, such as **with** committees. Systematic problem-solving was one example we could



Dean Roberts then reached the end of his report and asked the Assembly for questions.

One faculty member asked whether the CEO will be informed in the process of tenure and promotion,

he has been working. The shared governance on main campus happens on the same day, the third Friday of every month, and he must

to think creatively if UNM refuses to change, Dean Roberts replied that the branch campuses are willing to get on board with the effort to change, and the main campus is bearing the brunt of its own reluctance.

Dean Roberts then ended his presentation. Professor Galin took over and reminded the campus of the key role Dean Roberts had paid in the pay equity adjustment.

Professor Galin then turned the

- 7) **Famous:** Famous is software the university uses to identify research and instructional space. Rick commented that there are now people who want to use it for scheduling. This means officially assigning offices to some people and making them the emergency contact for that room, and that classrooms will be assessed for capacity and technology. This would be an official assessment that would largely confirm unofficial assessments already made.
- 8) **Bookstore and IT:** Rick noted that the bookstore and IT have both felt impacts from the budget situation.

The CFO then ended his report and called for questions.

One faculty member thanked CFO Goshorn for his work with the Budget Committee and

John Zimmerman reported on the Long-Range Planning and Resource
He reminded the Assembly that in the last few meetings we discussed the

first strategic plan.

should add a paragraph on budget implications, they replied that there is money available in the CCTE budget. to help hire staff. This means there is no cost to the institution in terms of budget, and the addition of more students to the program will help add extra money to the institution.

Professor Zimmerman responded that the Faculty Assembly should approve this plan because we only make recommendations and if necessary, the administration will decide against us. We

confidence and traumatizes more students than it helps. The alternative would be to become people who can hand students resource information and point them at trained counselors. When one faculty member said that we should still have a procedure if we are going to change things, Dr. Abeyta replied that there will be a procedure, but it will be different than the one we have now. Besides giving resources to students, we will offer support for the confidential nature of their disclosures, and this motion is based off the power to protect students.

Budget Review Committee: Dr. Andrew was announced as the new chair. The committee will have an organizational meeting.

Teaching Excellence Committee: Dr. Smarandache reported that the committee has had a few meetings.

Constitution and By-Laws Committee: Dr. Heying said that the committee is currently trying to mainstream everything and clean up a possible mess. Every Committee should have the same format, and Constitution and By-Laws will gather information from committees to get things consistent. Then the information will be presented to the faculty in the spring.

CARC Committee: Dr. Smarandache asked if the CARC main campus committee had been dissolved, and recommended that the UNM-G CARC Committee should ask how that affects us. Other than that, there was nothing to report.

Faculty Committee on Student Affairs: Nothing to report.

Curricula Committee: Dr. Mingus reported good positive reviews of the in-progress Human Services A.A., but said it is currently tabled due to questions. As far as qualifications for the VoTech faculty: L.D. Lovett, as the chair of that division, will consider what the qualifications should be. He will do research into what other institutions have accepted. Also, Dr. Mingus stated that he believes that sometimes the credit requirements such as 60 credit hours for an associate's degree can be flexible; we can have up to 62 for things like science labs, for example. We are not bound to stop at exactly 60. The UNM-G Curricula Committee also hopes for merging of the main campus Curriculum Committees.

Ethics and Advisory Committee: Nothing to report.

Library Committee: The Library Committee did not meet this month. Cecilia Stafford reported on the Albuquerque Poet Laureate's trip to campus next Thursday, and the workshop and poetry performance events he plans to offer. She also announced the attendance for the 10th of October Legendary Locals of Gallup event at about 20 people. The Library is currently finalizing community borrower cards to be able to lend to high school students under the age of 18; over-18's are already legal. Some Miyamura students are already doing research for papers and want access to UNM-G's library; the parents do have to sign that they give permission if they are under 18. The Library is also hosting a Halloween bad movie marathon, with three movies, and plans to do finals week stress relievers such as making milk and cookies, puzzles, chocolate, and adult coloring books available. Cecilia noted that faculty can send her ideas for other stress relievers as they come up with them. Finally, Jim Fisk is doing library instruction, so faculty members can contact him if they want him to present to their classes.

Long-Range Planning and Resource Committee: Nothing else to report.

One faculty member informed the Assembly that there is a mathematics competition students may be interested in, held by the American Mathematical Association of Two-Year Colleges. This is nationwide. It takes the form of a test, and all the students in the US and Canada across 200 colleges will take it. The test will happen

Report to the Faculty Assembly Friday October 20, 2017
Professor Kenneth R. Roberts.
Dean of Instruction.

1. **On-line classes:** Fall 2016, 12 classes with **205** students enrolled. Fall 2017, 20 classes, 61 CHs, **479** students enrolled.

Questions: Does on-line help or hinder? X number of full-time faculty taken off face-to-face classes. X number of fewer students benefiting from face-to-face classes. X number of students increase or decrease when offering on-line classes?

2. **A:shiwi Center, Zuni:** Fall 2017, CHs 479 with **84** students enrolled (only 4 enrolled full-time at Zuni.) Spring 2018, 18 classes requested.

Work to be done: Enough time has now elapsed between separating from the Zuni Campus and reengaging for little direct cost. If the partnership is to succeed, take

Need (a) systematic problem solving approach (b) data warehouse and data analytics (c) cross-functional organizational structure (d) commit to the success of underserved students (e) dedicated support from university leadership.

#1 get students, including remediation students, into Pathways immediately.

Identify *barrier courses*.

Design degree paths that work state-wide.

Publish Degree Pathways on-line.

Question: what will/should the curriculum look like in 16 years?

Work to be done: form a *group of collaboration* between Academics and Student Services to discuss Dr. Heileman's recommendations.

4. **Friday October 6, 2017, attended HED Common Course Numbering and Dual Credit meeting, Dr. Barbara Damron.**

Key Points:

Check to see if you need to add courses, matrix from Bridgette Noonan.

Courses can be unique (less than 80% the same)

5. **Vocational faculty HLC qualification standards.** This is a continuation of the work started last spring when we were the first branch campus to successfully argue for the promotion to Senior Lecturer of a vocational/technical faculty member. On September 26, 2017, I wrote to the Chair of the Curriculum Committee, Dr. Matt Mingus, asking if the committee would be willing to help in establishing the peer review process for vocational faculty qualifications but other processes could be established as *peer review teams* as stated below.

This requirement is based on the **HLC Guidelines, Assumed Practices B2:**
The faculty hiring qualifications related to tested experience should be reviewed and approved through the governance process at the institution – a step that should be highlighted for peer review teams, as appropriate.

B2 also states:

When faculty members are employed on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

And:

Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs will hold a bachelor's degree in field and/or a combination of education, training and tested experience.

I am in discussion with t
in such a process.

**Work to be done: design a rubric for each vocational/technical discipline.
Collaborate with other branches to align rubrics and standards.**

6. Section F: two members of committee Mickey Marsee (Los Alamos) and Elaine Clark (Valencia) met with Policy Committee: **F10 Role and Function of UNM Branch Community Colleges** approved and forwarded to AF+T. **F100 Teaching Load** approved and forwarded with minor changes. **F70 Articulation Degree Approval, Transfer of Course Credit, and Approval of Credentialing Standards** now with AF+T. **F80 Representatives on Faculty Senate and Its Committees** now with Governance Committee. **F90: Faculty Appointment, Reviews, and Criteria for Evaluation** now with the AF+T.

Work to be done: F90 no longer includes any language of exception. Only C. For evaluation of faculty for retention and /or promotion, branch community colleges will use the categories described in Faculty Handbook Section B1. The branch community colleges will utilize consistent implementation and evaluation policies and procedures. (Exception was in D.)

- (a) **Continue to define Division Performance Criteria**
- (b) **Align Faculty/Chair Agreement with (a)**
- (c) **Continue to define Chair's annual evaluation form**
- (d) **Define specific local standards and emphasis for tenure and promotion.**
- (e) **Collaborate with Branch Campuses on process, requirements and standards.**

7. Faculty Hiring Policy references sent out October 10, 2017. Questions or clarifications?

- (a) A51: Faculty Constitution, Article II. College and Department Organization, Section 4. Departments
- (b) UNM Gallup Faculty Assembly Constitution: Charge of the Long-range Planning Committee
- (c) University Policy, Office of Faculty Affairs and Services: Criteria for Annual Faculty Hiring Plans.
- (d) Strategic Planning Diagram. What is involved?

Work to be done: Agree on a Strategic Planning process. Decide on which programs should be prioritized. Divide up work amongst sub-groups.

Goals - to form a vision. A description of a destination. Decide on specific targets of where the campus should be.

Objectives: A measure of progress to bring about the achievement of the goal. Each goal may need a number of objectives to be reached.

For example:

Goals could be (a) by 2020 the automotive program will be fully accredited by the National Automotive Technicians Education Foundation (NATEF) (b) all students will

Dean's Activities January 2015 – October 2017

August 2017 faculty meeting called by Dean- 1 ½ hour special face-to-face meeting with faculty

August 2017 Special Faculty Assembly meeting closed. Dean told not to attend.

September 2017, Personal matter, submitted written report

October 2017 present.

new/incoming CEO & Dean in

- Please state the proposed timeline for the search (appointment).
ASAP (Fall 2017)