



**The
Faculty Assembly Meeting**

MINUTES

January 12, 2024 12:30 PM ZOOM

MEETING CALLED BY:	Dr. Keri Stevenson, Faculty Assembly President
MINUTES ASSEMBLED BY:	Andrew McFeaters, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antionette Abeyta, Karla Baldonado, Lowell Bautista, John Burke, Markos Chavez, Neysa Cox, Alok Dhital, Robert Encinio, Bruce Gjeltema, Lucia Guerrero, Yi-Wen Huang, Hasani Jayasinghe, Thomas Kaus, Joe Kee, Carolyn Kuchera, Jacob Lacroix, Sarah Llanque-White, LD Lovett, Jonathan Lumibao, Elvira Martin, Aretha Matt, Andrew McFeaters, Laura Moore, Arun Muthaiyan, Shynal Robinson, Chaturi Sandamali, Chad Smith, Keri Stevenson, Kristi Wilson.
GUESTS:	

ACTION	APPROVAL OF AGENDA	DR. KERI STEVENSON
DISCUSSION		
Move to approve the agenda.		
Motion: Dr. Bruce Gjeltema		
Seconded: Yes		
Discussion: None		
Vote: Unanimous		
Motion Carried: Yes		

ACTION	APPROVAL OF MINUTES	DR. KERI STEVENSON
DISCUSSION		
Move to approve the minutes from the November 17, 2023 UNMG Faculty Assembly meeting.		
Motion: Dr. John Burke		
Seconded: Yes		
Discussion: None		
Vote: Unanimous		
Motion Carried: Yes		

INFORMATION	PRESIDENT'S REPORT	DR. KERI STEVENSON

Dr. Keri Stevenson mentions that this week's union meeting, which was canceled due to snow conditions, will be rescheduled soon. Dr. Stevenson then asks faculty if they have any agenda items they would like her to bring up during the next Executive Team meeting.

There is no response.

Dr. Stevenson then discusses the importance of including the required language in syllabi for the spring semester. UNM has already sent out those requirements, some of which is specific to Gallup's branch campus--such as information on the Academic Resource Center, office hours, campus policies, and so on. Faculty also should be sure to include an attendance policy, which was discussed last semester. It is important to have strict language regarding attendance. Dean Nasha Torrez spoke on this issue during this kick-off week. Dean Torrez also mentioned that faculty cannot drop a student for being disruptive, but disruptive students can be asked to leave the class. That can count as an absence, which would fall under the rules of an attendance policy spelled out in a syllabus.

DISCUSSION ITEM PROFESSIONAL DEVELOPMENT DR. KERI STEVENSON

The next item of discussion relates to attendance at professional development sessions. Dr. Stevenson asks faculty if they have any suggestions about how to bolster attendance. The previous session on CARS and Omnibus was under-attended last November. Only three faculty attended. The Executive Team was not pleased with that outcome. They would like to schedule more sessions, but attendance is an issue. In that case, they might only schedule professional development sessions for managers and staff. Dr. Stevenson asks faculty if there are better topics for sessions or if faculty have any idea how to bolster attendance--such as offering the same session at different times to complement faculty schedules.

Professor Kristi Wilson suggests that professional development sessions not be held at the end of the semester. At that point faculty are fully immersed in teaching duties. Another idea is that, with regard to a mental health topic, something more private could be offered. Finally, another suggestion is that food could be offered at sessions. This might bolster attendance.

Dr. Stevenson mentions that there was no food at the November event because it was held on Zoom. On the subject of mental health, Dr. Stevenson reminds everyone that UNM-Gallup faculty are entitled to six free sessions through CARS at ABQ. Those sessions can be virtual. The other day, Dean Torrez mentioned that such sessions could also be used for other issues--such as discussing any problems in the classroom, such as a problem student.

Dr. Aretha Matt mentions that she wants to continue to suggest DEI sessions for professional development. Dr. Matt adds that teaching and learning sessions would be helpful.

Dr. Stevenson agrees that DEI would be helpful and would probably garner more attendance. Perhaps the sessions could also have people from the Teaching and Learning Center in ABQ present. The problem in the past is that such sessions have often been held in the early afternoon when faculty are teaching. If the session were tailored for our campus, then it might work.

Dr. Bruce Gjeltema adds that a session would work best if it is held in the first six weeks of a semester. That is when faculty are still building their semesters and building relationships with students and each other. A session in November comes too late to be helpful.

Dr. Stevenson mentions that the Executive Team was thinking about scheduling one session per month, but the point of holding sessions earlier is a good idea.

Dr. Arun Muthaiyan asks if such sessions are ever offered to students.

Dr. Stevenson replies that it would depend on the topic. For example, a mental health session could be open for students as well, but a DEI topic would target faculty.

Dr. Muthaiyan adds that there is a two-way interaction between faculty and students. Faculty receive all of the training but students don't. An issue like mental health is needed by students, too. These policies are added to syllabi, but students often don't read syllabi. Offering sessions to both students and faculty could be helpful.

Dr. Andrew McFeaters adds that, with regard to professional development topics, artificial intelligence should continue to be discussed since it is an evolving issue.

Dr. Stevenson mentions that Dean Torrez spoke on that topic, suggesting that all faculty follow the same policy on academic dishonesty in their syllabi. When branch campuses follow ABQ policies, we are better protected. Knowing exactly what UNM is going to do with AI is still up in the air. Including AI in another session could be a good idea. Dr. Stevenson adds that she will take all of the ideas discussed so thus far to the Executive Team.

ACTION ITEM	MARCH MEETING	DR. KERI STEVENSON
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Dr. Stevenson mentions that the next item of business relates to the Faculty Assembly meeting in March because the third Friday of March falls during spring break. The meeting needs to be rescheduled to the Friday before or after spring break. Dr. Stevenson asks for a motion to change the date for March's meeting to March 22nd since March 8th will garner less attendance.

Motion: Dr. Sarah Llanque-White
Seconded: Professor Joe Kee
Vote: Unanimous

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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Dr. Stevenson asks for committee reports:

UNMG Senator to ABQ: Dr Sarah Llanque-White reports from a meeting in November, provided positive statistics on student retention last term. There was an 11% increase in enrollment since the previous year. President encourages faculty to get students to think about what jobs they want to pursue after graduation. Office hours policy has changed. It has been approved that office hours will be determined on the departmental and division level. Each chair will decide what the policy is. President Stokes updated us on our new Athletic Faculty Representative. The new FAR is Dr. Karen Goodrow. She works with the College of Education, and she is there to make sure that there is advising and oversight for student

workload, which is still 5-5. The goal is to draft a letter for workload equity at Los Alamos. Letters will be drafted for other campuses as well. Dr. John Burke adds that if anyone wants to see Los Alamos' workload policies, please contact him or



