



Faculty Assembly Meeting Approved Minutes
Friday, September 11, 2020 (1:00 – 2:30 PM)
Zoom Meeting URL: <https://unm.zoom.us/j/414697641>

37 attendees (quorum)

In Attendance:

Jerry Godbout	Julia So	Scott Kamen
Justin Bendell	Alexa Wheeler	Greg Barnett
Laura Musselwhite	Heather Wood	Patricia Gillikin
Cheryl Bryan	Sarah Heyward	Alice Letteney
Soledad Garcia-King	Elaine Clark	Barbara Lovato
Andisheh Dadashi	Benjamin Flicker	Victor French
J. Anthony	Jose Sanchez	Joseph Poole
Marko Puljic	Juliette Cunico	Karen Walter
Alice Chouinard-Welk	Ana June	Piotr Filipczak
Clifton Murray	Nancy Engler	Sally Kewayosh
Benjamin Burnett	Tammi Duncan	Precious Andrew
Andy Taylor	Melanie Sanchez-Dinwiddie	Ariel Ramirez
	Teresa Goodhue	



1. Call to Order (1 minute) (3)
2. Acceptance of Agenda (1 minute) (1)
 - Motioned = Justin Bendell
 - Seconded = Elaine Clark
3. Approval of Minutes (1 minute) (1)
 - Motioned = Teresa Goodhue and Juliette Cunico
 - Seconded = Justin Bendell
4. Chancellor's Report – Alice Letteney (10 minutes) (35)
 - UNM-VC awarded a Trio Grant.
 - Need to find a project director
 - Five-day search
 - Grant monitor wants us to get that done soon
 - Hoping to move on this very quickly
 - Awarded another Title V grant (sixth one we have received)
 - Create a system of guided pathways for students
 - Avoid students taking extra credits that are not required for their program
 - Help our students make good decisions about their academic and career paths
 - Peer mentors/tutors will be trained in the guided pathways advising and curriculum issues
 - Creates something called a resource hub which provides specific information about social services housing, food, welfare, unemployment, etc.
 - Veronica Salcido is Title V project director
 - Elaine Clark will be faculty coordinator for the project.
 - Rosa Auletta will stay on 25% to help with Title III grant
 - Lost grant for first generation low income disabled students
 - New grant will serve 144 low income first generation students.
 - Computer Tech
 - Call Robert Castillo first
 - David Buozis second
 - One of those two should be available to you
 - Faculty Administrative Rights on computers
 - Rick says no faculty on main campus have admin rights
 - Alic says she has never been on a campus where people have admin rights
 - John Bollweg had admin rights at his last job, but the last couple years he worked there he did not have admin rights.
 - Justin Bendell says people want admin rights because the pandemic has changed the situation and made it more important



that people can get their updates and their software in a timely manner.

- Alice Letteney responds that she understands that it is a chore to have to go to campus just to install or update software, but Robert is willing to meet in ABQ to help people with their computer.
 - Soledad requests an explanation of what administrator rights are so that everyone understands. She explains that it does not give rights to the network, it simply allows you to install important updates and software without help from IT.
 - Alice mentions that some staff are tied into the VC network even when their computer is at their own home. She recommends setting up a zoom meeting with Jon and his people, and Laura and Alice, and Greg. Set it up so that any faculty member can join with us.
 - Laura mentions that we might be conflating the two issues, admin rights and VPN software for accessing the UNM network from home.
- Anticipating a five percent budget cut in January.
 - Trying to figure out how to address this.
 - Base budget is now the reduced budget from the June special session.
 - Expect to be looking at a cut of over \$250,000 in the January session.
 - Alice has spoken to the provost about this. Things we need to do on a system wide basis.
 - October meeting to discuss “right sizing” of our campuses.
 - Currently operating in a situation where we do not need to fill certain vacancies. Maintenance, police officer, etc.
 - Will look at faculty vacancies very carefully to decide whether they need to be filled.
 - Very fortunate, stable, have a lot of grant money.
 - Has told the provost that this year is a “lost year”.
 - Mentions some students who were main campus students who are now taking all of their classes from Valencia instead. Alice argues that they started at VC, moved to main, and then wanted to be home after pandemic started so came back to us.
 - NMSU prevented any main campus student from taking branch campus courses this semester, which decimated the branch campuses.
 - Heather brings up core courses from humanities that have increased their caps from about 40 to 100 on main campus.
 - Alice says branch campuses are working very hard to maintain our status as we move forward.
 - Joseph Poole comments on what NMSU is doing.
5. Dean of Instruction Report – Laura Musselwhite (10 minutes) (10)

- Clarification. Branches still exist at NMSU, just changed the top structure, firing all the presidents of the individual branches.
 - Limited number of students teaching and learning on campus, rest online.
 - Students are obeying all protocols, so that is good news.
 - Not a lot of discussion about Spring semester yet. Discussion has been centered on keeping things the way they are now.
 - Heard a little discussion today about maybe not having Spring Break, or not have it be the same. Not wanting students to go somewhere and then come back to campus.
 - We have gotten a good start with not replacing people to save some money.
 - Justin Bendell asks if Laura knows the status of the union negotiation status.
 - Laura says there was a break over the summer in the normal negotiation. Got through the talk about coming back to campus in the Fall. Have had two sessions, back to regular bargaining. Moving along, but slowly. The two sides are going to talk more about philosophy of what the union is aiming for over the next two sessions. Union wants to change everything, management wants to know what needs changing to see if they can address it.
 - Julia So asks about compensating faculty because they have to teach from home. On main campus, it depends on the department, not the college.
 - Laura says the \$40 a month started as intended for staff, and several staff had been taking advantage of that. Anybody can request it, but maybe not as needed for people who had already been teaching online. It has become too expensive for main campus so they are trying to discontinue it. Laura will ask Rick Goshorn about it again and see where to go from there.
 - Julia recommends that if a policy is approved, that it be widely known to everyone to facilitate greater comradery among staff and faculty.
6. Treasurer's Report – Cheryl Bryan (1 minute) (2)
- Information from Stephen Takach. We have about \$27.15 in the snack fund.
 - Elaine says money is allocated to Faculty Assembly every year and it hardly ever gets used. Wonders if we could use that to help adjunct faculty in some way, perhaps upgrading their internet or something similar.
 - Jerry says yes, we should think about that.
7. Teaching and Learning Center Update – Soledad Garcia-King (5 minutes) (3)
- All workshops will be on zoom, calendar has been sent out.
 - Set up some open lab times as well in conjunction with Alexa Wheeler
 - Robert and David are working diligently to keep everything going, helping people check out laptops and such.
 - Hopefully we can get to the point where we can download the software that we need without having to come to campus.
 - One on one assistance face to face available upon request.
 - Elaine mentions Alexa Wheeler has been working hard on faculty website, wants to point people there to find information if they need it.
8. FAIT Update and New Statement – Justin Bendell (10 minutes)



- Some of it has already been spoken about earlier in the meeting.
 - Going through key points that we are hoping Faculty Assembly will vote on.
 - Facilitate problem solving between faculty and technical support staff (TSS).
 - Who do we approach with tech support due to the pandemic?
 - When to approach Robert or David
 - Easy, step by step process to get issues solved
 - Timelines for when things will be resolved
 - Want admin rights for faculty teaching from home on UNM machines.
 - VPN so that faculty can have access to all that they need for scholarly work.
 - Reminder that laptops are available for faculty to check out.
 - Request for compensation similar to what was given to staff and tutors for increased internet/phone and materials cost due to working at home.
 - Nancy Engler wants to address the best way to contact computer support. Email does not always work. Email and get nothing, repeatedly. And you don't know if you are in a queue, or if they forgot about you.
 - Heather says that's how they do it, the mystery, the vortex of IT. No accountability, no system at IT. Always been like that.
 - Elaine says Robert and David are pretty responsive, but if everyone goes to them first, then they might get inundated with too many requests.
 - Juliette wonders exactly what is the procedure for checking out a laptop. She has heard people alluding to it, but doesn't know the details.
 - Soledad says you would contact Robert Castillo to get a form to check out a laptop. He would have you either come to campus or meet somewhere off campus to fill out the form and give you the laptop and record it in the system.
 - Julia mentions some faculty have checked out a laptop from the library directly.
 - Elaine Clark moves to endorse policy
 - Heather Wood seconds
 - Endorsing the statement rather than approving a policy, Julia So clarifies.
 - 29 yes votes
- 9. Timing of Draft Agenda / Minutes – Greg Barnett (1 minute) (1)**
- Draft Minutes will be sent out at most one week after each meeting.
 - I will ask for agenda items about two weeks before an upcoming meeting.
 - Draft Agenda will be sent out one week prior to an upcoming meeting.
- 10. Be Kind Ad Hoc Committee – Cheryl Bryan (3 minutes) (1)**
- Be Kind week in February, Ad Hoc committee for this.
 - Not allowed on campus much, so will need to switch things up a bit.
 - Let Cheryl know if you want to be on the committee to figure out how to Be Kind remotely.



11. Vote on Changes to the Faculty Handbook concerning Online Teaching – Elaine Clark (5 minutes)

- Update online teaching policies and procedures in the handbook
- We addressed some requests from the April meeting.
- Put in the roadmap that people wanted.
- Have addressed the changes that were requested at the April meeting.
- Need official approval to have it added to the handbook
- Motion to approve = Heather Wood
- Seconded = Justin
- Jerry asks if there is opposition to the changes that have been proposed.
- Nobody opposes it. Jerry says then it is passed.

12. Standing Committee Reports

- Adjunct Faculty – Ana June (3 minutes) (1)
 - First meeting on Wednesday afternoon
 - Six adjunct faculty were present
 - Money issue that affected at least two adjunct faculty
 - Really great talk
 - Find out more and see if there is anything they can do about it.
- Conflict Resolution (2 minutes) (1)
 - Laura says committee has not met yet.
 - Cheryl says everyone on the committee is new, so they still have to figure out what they are doing.
- Cultural Enrichment – Alexa Wheeler (1 minute) (1)
 - Alexa Wheeler is no longer chair, Laura has been voted in as chair.
 - Not sure what is happening with their events this year.
 - Will be working on that soon.
 - Film festival, attempting to make it virtual.
 - Laura says a lot of the main things that we usually do, we will not be able to virtually.
- Curriculum – Barbara Lovato (2 minutes) (1)
 - Teresa Goodhue is the new chair
 - Meet earlier in the week.



- Faculty Communications – Heather Wood (3 minutes) (1)
 - Alexa will continue to do the website
 - Ana is doing the newsletter
 - Heidi is going to be in charge of the listserv
- Faculty Handbook – Nancy Engler (2 minutes) (3)
 - Met this week and went over what our job is.
 - We are not the only people who can suggest changes to handbook
 - Anyone who is faculty can suggest changes. We are just responsible for going through the proper channels to get those changes approved and included in the handbook.
 - There are supposed to be five members, but have only four right now.
 - Alexa asks if there is a fully updated handbook that she can post to the website.
 - Nancy says that the official one is kept by administration and is not available to everyone.
 - Alexa says after new online stuff is added she would like to have an updated copy after that to upload to the website.
 - Elaine Clark recommends we check the faculty assembly minutes to make sure we have all of the updates for the current version of the handbook.
- Faculty Online Teaching and Review – Alexa Wheeler (2 minutes) (5)
 - Alexa Wheeler is distance learning coordinator for our campus.
 - Work hand in hand with the teaching and learning center.
 - There is a Blackboard Learn class coming up. Second 8-week class. Regular credit. Faculty can use tuition remission.
 - Full certification training next Spring. Elaine Clark teaching that class. The plan is to offer that class every semester, including Summer. This is a no-cost class.
 - Online Teaching Extravaganza November 6. Should be hearing soon with a solicitation for submissions of proposed topics to discuss in the extravaganza. Will start building the workshops and trainings around what faculty need. Will use a survey to figure it out.
 - Two different types of reviews. Initial review and full course review.
 - Clifton Murray asks if Blackboard is going to be replaced. Alexa is new on the committee but has been looking at what the possible replacement



options are. Alexa does not think anything is changing for at least two years.

- Faculty Professional Development – Scott Kamen (2 minutes) (1)
 - Need to email your application for faculty professional development
 - Can find the form for your application on the faculty website (PDF)
 - It is a fillable PDF this year.
- Faculty Program Development – Elaine Clark (2 minutes)
 - Benjamin Flicker called a meeting but they have not met yet.
- Faculty Senate Representative – Alexa Wheeler (2 minutes)
 - Branch subcommittee of the faculty senate that has met pretty regularly. Finnie Coleman, Faculty Senate President, asked Cheryl and other branch campus representatives to stay on the committee for continuity. Try to figure out ways to get campuses to work together effectively. Change the perception of branch campuses and get them on equal footing with the ABQ campus.
 - Cheryl brings up this issue of the ERB doing things without any notification to employees. Faculty senate might want to bring up a way to make them more accountable. Asks if that is something that they might want to take to faculty senate.
 - Juliette Cunico makes a comment to Ana. Juliette has some information on the ERB proceedings and how they operate, which she would be happy to share. This is happening statewide, and it's a major concern.
 - Ana June says that would be fantastic to coordinate their efforts.
 - Barbara Lovato says they were also talking about the revisions to the budget.

13. New Business / Announcements

- Patricia Gillikin announces September 21st strengths-based anti-racist writing assessment. Details are in the newsletter. Email Patricia or Justin Bendell if you want the zoom link.
- Scott Kamen says Thursday September 17 at 9:00 “Constitution Day”. Encourage students to attend.

14. Adjournment

- Adjourned at 2:39