

**Faculty Assembly**  
**Minutes of the Special Session Meeting**  
**January 27, 2017**

**I. Call to Order**

Rob Klinger called the meeting to order at 10:01 a.m.

Those present were:

Cathy Aguilar-Morgan	Kathy Roark-Diehl	Wayne McGowan
Christine Trapp	Rob Klinger	Karen May
Colleen Bond	Matthew Placencio	Robynn O'Leary
Jim Gallagher	Kay Flowers	Gloria Villaverde
Kim Lopez-Gallagher		

**II. Guest: Dr. Mark Cal**

Once the semester started we were even from last year which is usually the maximum day. We are overall down 3%. First time freshmen up 22%, undergraduate transfers up 57%, high school dual credit up 5%, and other campuses up 0%. Continuing students are down 64%. A 3-year re-staffing plan has been sent to administration. We continue to work on Holloman and need to come up with a plan out there. It is expected that more classes will be offered at Holloman as well as enrollment at NMSU-A. Dr. Cal stated that we have received comments with Plan B and that we need to think about what is best for the institution. He stated that he believed documents for Plan B are close to the needs of the institution

**III. Revisions to Committee Structure**

As far as Director of Curriculum and Assessment, moving forward we may not always have that position if we move towards faculty lead assessment. The question we should ask: Is it easy enough to just get rid of the committee as the position may not always be there?

One comment made asked that we consider including more staff on committees especially the ones that facilitate business. If you look at Teaching and Learning and Curriculum, not sure you need 3 staff members. Some of the committees have division heads as ex officio. Division head has to be responsible for division business. You want to be sure they'll attend and have responsibility. If it is in their job description, maybe consider putting them back in the membership.

**Curriculum Committee**

Kim Lopez-Gallagher stated that she was going to propose that we revise the curriculum committee in our plan. Instead of purposes, change it to charges. This is taken from the current operations manual not Plan B. Under membership, two elected faculty members elected not appointed should be changed. Chairs elected for 2-year term. A reporting structure should be added.

Colleen Bond stated that she had a question about the need to make the committee structure set up on a rotation so the entire committee doesn't change every 2 years. She further stated that she didn't see how the adjunct faculty would be on the committee. Clarification needed on whether they would be appointed or elected. The question was asked as to why the number of faculty members is just 2. Why is it being decreased? The response was that one was appointed and one was voted. Now, they'll just be elected. A comment was made that there was a difference in selecting tenure track and adjunct in elections. The question was asked if all faculty included adjuncts. Are adjuncts able to vote for full-time faculty? So everyone can vote for everyone? The question was asked if we were looking at the regular curriculum committee or something else. Kim Lopez-Gallagher clarified that what she was proposing are changes to the current operations manual. Colleen Bond reiterated her question on whether or not we wanted the committee membership to rotate.

Kim made a motion that temporary part-time faculty be included in the election from each division. A comment was made that it is useful to have an adjunct representing each division. Revisions need to be made on how members are going to be elected. There is a proposal to change the term on the present curriculum committee.

It was proposed to strike out staff to be elected. The wording should be worked on for the 2 elected adjuncts. The question was asked as to where you would get the secretary to serve on the committee. The statement was made that ultimately VPAA is responsible for what goes on in the curriculum committee. A statement was made that rotation is already in the operations manual. The question was asked about how you feel about all faculty helping to vote for adjunct. Kim Lopez-Gallagher recommended that we come back to whom votes for who as it is an important issue but not on this particular discussion. Rob Klinger took her suggestion to move forward. A statement was made that the operations manual had been updated since the copy that Kim Lopez-Gallagher is using. A clarification was made that the proposed change was about the charges.

Rob Klinger called the question. Rob Klinger seconded the motion. The motion carried.

### **Assessment Committee**

The chair recognized Kim Lopez-Gallagher for proposal and discussion on the Assessment Committee. She proposed changes to general charges that were recommended by Sara Irving. The proposed changes were directly from Sara Irving's e-mail. Kim Lopez-Gallagher handed out the proposed changes. As Mark Cal mentioned, Kim Lopez-Gallagher asked the question as to whether we wanted to revisit staff membership. Colleen Bond commented that she remembered staff saying they weren't represented. Cathy Aguilar-Morgan asked the question if we are only looking at academics or does it include institution. Rob Klinger stated that the original intention was to handle college-wide. Cathy Aguilar-Morgan stated that institution-wide was a component that is missing. It was stated that if you increase the charges then you can add whatever staff members were needed for the areas. Rob stated that all levels of assessment are included which could mean everything. The question was asked as to whether ex officio members should be moved to general membership. Rob Klinger asked the question if it was fair to have them as a non-voting member. It was stated that they are there and ready to be called upon if needed, but they do not have to show up for every meeting.

It was stated that charges should be clarified as institutional-wide. Rob Klinger asked the question where it should be added. It was stated that institution-wide assessment be added under bullet point 4 of Kim Lopez-Gallagher's proposal. Kim Lopez-Gallagher asked the question as to whether we need to keep something that specifies general education. It was stated that expectations of the state Gen Ed have changed. They will form sub committees and then report. The questions were asked: How can we implement one of these assessment pieces in another? Why not make a program join with a Gen Ed? It was stated that one of the goals of this committee would be to draft that assessment plan. Kim Lopez-Gallagher stated that this committee will have the power to figure that out.

Rob Klinger stated that we have gotten away from the membership issues and asked the question: Do we want to change any ex officio members to regular membership. We may need to take advantage of their job description. Cathy Aguilar-Morgan stated that for Vice President of Student Success and Coordinator of ASC/AE, you could add "or their designee."

Robin O'Leary made a motion to move Vice President of Student Success and Coordinator of ASC/AE to general membership from ex officio. Rob Klinger clarified that we would take Sara Irving's recommended changes with the modifications discussed in this meeting. The motion was seconded by Wayne McGowan. The vote was 5 in favor, none opposed, and 2 abstentions. The motion carried.

Christine Trapp asked if Sherrell Wheeler's position should be a standing member of the Assessment Committee. Rob Klinger stated that she hasn't been pulled into any of those assessment meetings or been involved in any program or course-level assessments. Kim Lopez-Gallagher asked what about the online programs. Who is looking at the assessment of those programs?

### **Teaching and Learning Committee**

Gloria Villaverde stated that money that comes to professional development for Teaching and Learning is evenly divided. She stated that she was a little nervous about not representing staff equally on this committee. Rob Klinger stated that the learning signature is college-wide and involves everyone. He further stated that we need to increase our connection with community. It's being outlined but not being specific.

Kim Lopez-Gallagher called for suggestions as to what is needed in this document. Wayne McGowan stated that at the moment his committee doesn't have a budget. He posed the question as to how are we going to fund these things. Also he stated that as far as professional development funds for staff, the staff consortium would be a good venue for them to access their own funds. This consortium gives money to non-exempt as well as exempt. He posed the question as to whether there is a way to make sure that everyone is represented? Gloria Villaverde stated that if the funding that comes with faculty stays with this committee, but the staff portion goes to non-exempt and exempt staff for their professional development then we may be forcing an unknown on them. There are staff on this committee. Gary Bond asked the question: isn't it up to the committee to have subcommittees that can do that?

Gloria Villaverde commented that if it happens in May, we lose it since there are very few requests in the fall but a whole bunch in the spring. It was further stated that exempt staff does not have a consortium and suggested to make it at least one non-exempt staff. Kathy Roark-Diehl suggested that we could call a meeting

with the staff and get their opinions. Kim Lopez-Gallagher stated that she didn't think this body needs to develop that relationship right now.

Rob Klinger called the question. The motion was to leave as is except to use the recommendation to add staff when talking about distributing professional development funds. The motion carried with 6 for and 1 abstention.

#### **Student Success Committee:**

A recommendation was made to make 3 regular faculty members which would make it easier to adjust the term. Rob Klinger asked if everyone was okay to make 3 regular faculty members, and the response was yes.

Kim Lopez-Gallagher moved that we make one member a part-time temporary faculty member if available as a minimum. Wayne McGowan seconded the motion. The motion carried.

#### **Faculty Assembly Committee**

Rob Klinger asked if there were any suggested changes. Rob Klinger made a motion that we change the bylaws of the assembly because of significant changes to the subcommittees. Gary Bond recommended that we change to faculty members as in the bylaws for clarification.

#### **Promotions and Tenure**

No suggested changes

#### **Preamble**

Kim Lopez-Gallagher asked if we needed to address the election process. It was stated that it says all faculty which should be clarified. Rob Klinger asked if we wanted to specify that all faculty includes part-time faculty. Wayne McGowan made a motion to add the statement to the preamble for clarification. Kim Lopez-Gallagher seconded the motion. The motion carried.

### **IV. Logistics to Recommended Changes**

Rob Klinger recommended that we write up the changes and send out to assembly to vote to bring it to the full faculty. Kim Lopez-Gallagher stated that the assembly has known about this meeting for a long time. Those members who did not attend this meeting had their chance to hear and voice concerns. She further stated that we should move forward and get this done. Rob Klinger stated that he would send out the written changes Monday to make sure the language was what was discussed.

Kim Lopez-Gallagher made a motion that staff be allowed to vote. It was stated that it would be divisive to split it. She further stated that we have actually said that all the groups had to agree with it before it went forward. This has been a faculty-led and faculty-driven change. Full faculty buy-in then open to all faculty discussion. Then it is open to campus discussion. Then have a community vote. It was stated that what we really want is to give staff a say. Then we can get feedback from them after the faculty vote.

Kim Lopez-Gallagher stated that it might be helpful to work it like the learning signature. Vote from faculty. Vote from staff. If it splits then we come back to the drawing board. It was suggested that if we send out to both groups and one group votes down, what happens if it is voted down. He suggested that administration might take and it and make the decision. He further stated why have a vote in the first place if it doesn't make a difference.

Rob Klinger stated that, as an assembly, we have already taken the vote from the faculty. He made a motion to send it out to the full campus for vote. Matt Placencio seconded the motion. Motion carried.

Gary Bond proposed that we meet in the LTC for our future monthly meetings until this room is ready.

**V. Adjournment**

Meeting was adjourned by Rob Klinger at 12:00 p.m.

Respectfully submitted,

Karen May

Approved on 2/10/2017