

**Faculty Assembly
Minutes of the Meeting
December 9, 2016**

I. Call to Order

Rob called the meeting to order at 10:03 a.m.

II. Roll Call

The following persons were present.

Claire Forsman

Gloria Villaverde

Greg Hillis

Joshua Bettigole

Julia Morgan

Karen Armstrong-Sadowski

Karen May

Karen Reid

Pete Eidenbach

Cathy Aguilar-Morgan

Rob Klinger

Kathy Roark-Diehl

Matt Placencio

Sharon Jenkins

Wayne McGowan

Christine Trapp

Kim Lopez-Gallagher

III. Q & A with Dr. Van Winkle

Kathy Roark-Diehl stated that she had heard that Tony had a budget plan to put in place. She asked Dr. Van Winkle when the plan would be seen by faculty and whether there would be opportunity for comments. Dr. Van Winkle stated that Tony had gone through the budgets and looked for places where people have retired, were not returning. We are not replacing anyone. We are not increasing anything. Those in charge of budgets should be looking for where they can reduce their budget, but nothing has been decided by Tony or anyone else.

Kathy Roark-Diehl expressed concern that some of the faculty that were leaving would be problematic without a full time replacement. She asked if we were on an absolute hiring freeze. Dr. Van Winkle responded that nothing definitive, but we are not going to be able to hire anyone. Hiring will depend on many variables. He stated that this year was ugly, next year will be worse and the following year, unless something changes, will even be worse. The money is still not there. We are in the hole so when faculty leave, we will have to absorb that by the deficit because of the state budget cuts. He stated that one thing Tony is doing is keeping our reserve at the same point. It should be between 10 and 15%. Although that looks like a lot of money, it isn't and it can't be used for hiring instructors. Our goal is not to let anyone go.

Kathy Roark-Diehl stated that morale is really low. There are serious concerns about more people leaving. The infighting among faculty is at an all-time high. Why should we work harder if our own peers aren't going to recognize it? Dr. Van Winkle stated that he couldn't argue about any of these things you are concerned about. We don't have time to fight with each other. The bickering and hard feelings is the wrong way to approach this. We may lose people over it. It can't come from me. Kathy Roark-Diehl told Dr. Van Winkle that some things could come from him and especially from the VPAA.

Cathy Aguilar-Morgan asked if there was a reason that the chair of curriculum can't be an electable position. Dr. Van Winkle responded that it could be. If the majority agree that this is the road that we are going to take, they either live with it or leave. Claire Forsman stated that it was interesting that we teach online and have

expectations and then we read these faculty comments that do not follow any of our expectations. The comments do devalue faculty.

Kathy Roark-Diehl commented that it would be nice if Dr. Van Winkle could continue to talk to faculty and leaders about their negative rhetoric--tone and thought processes. Dr. Van Winkle commented that it is such a waste of time to treat each other like this. Faculty should act like adults and be professional. We have to work together. Let's focus on strategic planning and things that are meaningful.

Claire Forsman asked Dr. Van Winkle about the policy on hiring. She had heard from a friend who was told from someone on the Santa Fe campus that Alamogordo would probably be going away. Dr. Van Winkle responded that this is a hot topic. Some are saying that we have too many community colleges. He stated that he believes our mission is important enough that we won't go away. He recommended not worrying about that about this campus. They say that about this campus because enrollment is dropping. Continue to do what we are doing which is serving our students. He further stated that what could happen in lieu of closing campuses is for the state to send more responsibility to the communities. That would be worse case. He stated that he was less worried about this than you are, and I'm closer to the bone. We have a good relationship with the secretary of higher education.

Rob Klinger stated that enrollment is currently down 20% going into spring. What are we doing for that? Are we adjusting strategies? Dr. Van Winkle stated that we are trying to get our footprint back at Holloman. We are in a better position than ever that includes multiple streams of students. We are making attempts to try to take care of the local senior population. Advisers were telling students that they had to wait until the first day of class to register, and we have corrected that. We are making trips to the high schools like never before and placing more emphasis on dual credit. We all have to chip in. I don't know why I'm so optimistic, but I think that we are going to be okay. He stated that he does have a concern about students that don't finish or continue that needs to be addressed.

Dr. Van Winkle stated that we are trying to generate interest in some programs that we've spent lots of money on. Kathy Roark-Diel asked if there would be jobs in these industries. Christine Trapp stated that some of the renewable energy courses can be used by electricians for continuing education credits. She further stated that Southwest Branch Services would like to hire our EP graduates. There are opportunities for our students. They came here to seek our graduates. Dr. Van Winkle stated that part of what we should see happen Saturday with our participation in the community parade is that our community realizes we are here and doing well.

IV. Guest, James Carrillo

James Carrillo introduced himself as a former student and adjunct instructor. He stated that he had been reviewing syllabi this semester. James demonstrated 3 templates for assembly to consider as a tool to provide consistency in syllabi as well as allow for more focus on objectives and not policies.

Kathy Roark Diel stated that if this is just a friendly tool and not required, how can we make it available to the faculty? There are procedures that the faculty assembly has to go through, but since it is only a provided tool and not required, perhaps we could put it on a web site or send out to provide to faculty as an option.

Kathy Roark-Diehl made a motion to send the templates out to faculty with credit to James so they can use them for spring then in spring it should go out to Faculty Senate. The motion was seconded by Christine Trapp. The motion passed unanimously.

V. Minutes Review

One change was recommended by Wayne McGowan. On the first page section 3, FSLA should be FLSA and should be spelled out in parenthesis. Wayne McGowan made a motion to accept the minutes from the November 11 Faculty Assembly meeting with the one revision. Kathy Roark-Diehl seconded the motion. The motion passed unanimously.

VI. Faculty Senate Report

A written report was submitted by Kathy Roark-Diehl. The written report has not been approved yet by Faculty Senate. Kathy Roark-Diehl discussed the written report. See the report at the end of the minutes.

Cathy Aguilar-Morgan made a motion to accept the report as presented by Kathy Roark-Diehl. Pete Eidenbach seconded the motion. The motion passed unanimously.

VII. Subcommittee Reports

a. Communication

Rob Klinger stated that the committee was asked to bring forward a proposal for improving communication on the campus with all faculty. Pete Eidenbach asked at what point e-mail for adjuncts expires. He pointed out that we discourage adjunct faculty from using their regular e-mail for anything. NMSU discourages adjunct faculty from using their regular e-mail for anything.

Kim Lopez-Gallagher made a motion that we accept the procedure for the distribution list. Pete Eidenbach seconded the motion. It was stated that the problem was getting people on the list and not getting them off. We were told to stop taking them off the list which meant no one was updating the list. Kathy Roark-Diehl stated that this got started, because no one ever knew who was responsible for putting them on the list. It was suggested that a review of the definitions pertaining to distribution lists should be provided. A Faculty Assembly member stated that they didn't think the proposal was ready to go to administrative council until some of these things are clarified. Distribution lists are erroneously named and that should also be addressed.

Kim Lopez-Gallagher withdrew her motion with recommendation that this come back to the subcommittee in order to delineate the lists and with clarification before the proposal goes to Administrative Council. Kathy Roark-Diehl recommended that at some point the Faculty Assembly could sponsor a guide to communication at NMSU-A and put the guide on the web site. Rob Klinger stated that the intention is whatever we put in this document will go in the operations manual.

b. Adjunct Affairs

Wayne McGowan stated that we received a budget and Bryan Yancey threw another \$100 in it for the adjunct party. He requested that an e-mail be sent out asking for input if adjuncts would be interested. He stated that he would like to make sure we can justify that we can spend any money on this. If no interest is

shown, we will need another plan. Christine Trapp said that we would need to point out what the party will be to get them interested. Kim Loper-Gallagher stated that the time and date should also be given in the survey. Wayne McGowan stated that the committee had hoped to get a survey out. The committee's intention was to make the party family friendly. Rob Klinger stated that he would get something out to adjuncts if Wayne McGowan would get something to him.

Rob Klinger reported that the promotion issues for adjuncts ended up in a split vote. Dr. Cal recommended it be brought back on Wednesday when we hopefully will get more attendance. The question has been raised as to whether academic policy is the proper venue for this proposal. This question addresses a larger issue of where things go from Faculty Assembly. As a subcommittee, the recommendation was that it go directly to Administrative Council as it is more of an employee issue.

Christine Trapp stated that it was a moot point since it doesn't happen at the NMSU main campus. Rob Klinger responded that Dr. Cal's understanding is that it is in line with policy; however, it would need to be approved by the Provost. Jenn is recommending that the proposal be sent to Mark to take to upper administration.

Pete Eidenbach made a motion to take this proposal to Administrative Council with Dr. Cal writing a letter to the provost to get approval. Pete Eidenbach seconded the motion. The motion passed unanimously.

VIII. Old Business

a. Committee Structure

Kim Lopez-Gallagher made a motion that we table the committee structure and set up a special session for the Faculty Assembly to make revisions to the plan that have been proposed during the comment period. Kathy Roark-Diehl seconded the motion. The question was asked if we could set the date for that special session. Kim Roark-Diehl recommended that we meet at 1:00 p.m. Wayne McGowan expressed concern about the gap in time between the special session and when convocation was over and that it may not be a good use of time. The decision was to schedule the special session on Friday, January 27 at 10:00 a.m. The motion passed unanimously. Kim Lopez-Gallagher recommended that 2 hours should be blocked out for the special session meeting.

b. Plagiarism

Pete Eidenbach reported that the committee had asked for assistance from the main campus with no help and were going to move forward with their own policy. Rob Klinger shared that he had received an e-mail from Dr. Cal stating that instances of plagiarism are not typically brought to his awareness. He has suggested that he would like the Faculty Assembly to support having plagiarism issues forwarded to his office so he could maintain a set of records on instances.

Pete Eidenbach made a motion that compiled instances of plagiarism be sent to Dr. Cal so he can keep documentation and provide a report summary. He stated that Dr. Cal said he would put together a report and let us know instances, how the instance was handled, and the resolution. Rob Klinger seconded the motion.

Kathy Roark-Diehl recommended that we wait on sending compiled instances to Dr. Cal until we have a procedure in place. Kathy said that it was too soon to make this motion.

Pete Eidenbach withdrew his motion and volunteered to put together an outline of specific procedures. He stated that we don't need a committee but that we just need a document to view. Kathy Roark-Diehl stated that plagiarism is academic and not student conduct. Kim Lopez-Gallagher said that there's a procedure in the student handbook and catalog. Kathy said that was an appeal process. Kim Lopez-Gallagher stated that we need to research this a little more.

IX. Other Business

Assembly Chair and Admin Council

Kim Lopez-Gallagher made the following motion:

Motion to Request Adding the Chair of Faculty Assembly as a Voting Member of the Administrative Council

December 9, 2016

WHEREAS, according to Section 1.05.70.A.2 of the NMSU regents Policy Manual, "The faculty shall have primary responsibility for curriculum and subject matter and methods of instruction, research, faculty status and those aspects of student life which are related to the educational process;"

WHEREAS, according to Section 1.05.70. A.3 of the NMSU Regents Policy Manual, "The faculty shall also be involved in administrative planning processes;"

WHEREAS, according to the NMSU-A Operations Manual, Function 2 of the NMSU-A Administrative Council is" To coordinate administrative decisions to enhance the leadership effort of the college;"

WHEREAS, currently, there is no teaching (non-administrative) faculty representation on the NMSU-A Administrative Council;

WHEREAS, participation by teaching (non-administrative) faculty in the coordination of administrative decisions would further "enhance the leadership effort of the college," given the nature of faculty responsibility stated in the NMSU Regents Policy Manual;

It is MOVED, to request from the Administrative Council, that the Chair of the Faculty Assembly is made a voting member of the Administrative Council.

It is further MOVED, to request from the Administrative Council, that the addition of the Chair of the Faculty Assembly to the Administrative Council be written into the NMSU-A Operations Manual, under Section 1.0.2.8 during the current academic year, 2016 – 2017.

The motion was seconded by Kathy Roark-Diehl. Rob Klinger stated that he had a logistical question: when you mention non-administrative, does that include Assistant Division Head? He stated that he was asking in terms of a potential conflict. Kathy Roark-Diehl stated that Assistant Faculty Division chairs are faculty, because they are teaching. The motion passed unanimously.

X. Adjournment

Kim Lopez Gallagher made the motion to adjourn the meeting at 1:00 p.m. Motion was seconded by Pete Eichenbach. Motion passed unanimously.

Respectfully Submitted,

Karen May

Approved on 2/10/2017