

Faculty Assembly
Minutes of the Meeting
October 21, 2016

I. Call to Order

Rob Klinger called to order the regular meeting of the Faculty Assembly at 11:00 a.m. on October 21, 2016.

II. Roll Call

The following persons were present:

Cathy Aguilar-Morgan	Joshua Bettigole
Carmen Boje	Kathy Roark-Diehl
Pete Eidenbach	Kay Flowers
Kim Gallagher Lopez	Greg Hillis
Rob Klinger	Karen May
Wayne McGowan	Julia Morgan
Matt Placencio	Karen Reid
Susan Swaim	Christine Trapp
Gloria Villaverde	Miguel Viscarra

III. President's Visit

Dr. Ken Van Winkle was a special guest to the Faculty Assembly. Dr. Van Winkle addressed those present at the Faculty Assembly meeting on several topics and responded to questions from members. Kathy Roark-Diel stated that we'd like to see communication go both ways. She stated we'd like to be asked for input on the strategic plan. We should be treating each other with respect.

Dr. Van Winkle responded to questions about the status of the student loan default rate. He responded that we weren't in a danger zone, but it could be improved on, because it is the right thing to do for our students.

Discussion about scheduling in Banner included a statement that there have been issues since NMSU-A started using it. It was stated that lots of time was wasted on scheduling and that improvements could be made with the use of an app. Kathy Roark-Diehl stated that there is no money for the app. She said that the app costs \$4,000 per year or semester.

Recommendation by Dr. Van Winkle was made that in restructuring the Faculty Assembly, consideration be given to restructuring committees that would handle specific charges. It was stated that you don't need one committee to handle one charge. The umbrella committee—the one you started with—would be drawn from the standing committees. This could be started with the chairs of those committees. He stated that this was only an idea. He stressed that we could slow down and take a break in making the decision and report to HLC that we are working on the structure.

IV. Elections of Officers

Chair

Kim Lopez-Gallagher called for the election of officers. Pete Eidenbach nominated Kim Lopez-Gallagher for Chair. Kim Lopez-Gallagher nominated Rob Klinger. Kim withdrew her nomination, and Rob Klinger was elected by acclaim.

Vice-Chair

Kim Lopez-Gallagher, Wayne McGowan, Christine Trapp, and Matt Placencio were nominated. Kim Lopez-Gallagher declined the nomination. Christine Trapp was elected.

Secretary

Kim Lopez-Gallagher nominated Karen May for secretary. Kay Flowers was nominated. Karen May was elected.

Rob Klinger moved to end elections. Wayne McGowan seconded the motion. Motion carried.

Parliamentarian

Julia Morgan was elected parliamentarian.

V. Meeting Date Discussion

The request was made to consider moving the meetings to another day other than Friday. Wayne McGowan made a motion to make the decision today on the meeting date. Kay Flowers seconded. Rob asked for any further discussion. Kim Lopez-Gallagher stated that in the interest of since this is near the end of October, and we don't have much time left in the semester, we should make the decision now. Rob called for the vote. Vote was unanimous.

VI. Approval of Minutes

Wayne McGowan made a motion to accept the minutes with the one correction. Pete Eidenbach seconded. Vote was 7 for and 1 in absenteeism.

VII. Subcommittee Reports

- a) *Shared Governance report:* Wayne McGowan reported that after heated discussions, there are now 3 options. There is one week to make a decision. The expectation is for a formal vote once the Faculty Assembly is finished with discussion and vote. Wayne explained the 3 options:
 1. Curriculum and Assessment committees are one. There would be 4 major committees.
 2. The difference between option 1 and 2 is that the Curriculum and Assessment committees would be separate – two committees.
 3. Reflects the old structure. President says that we don't need the safety/security committee any longer. Accessibility Committee tasks will fall under accessibility officers and staff.

All faculty members are no longer being selected and will be elected. Formal reporting structure to close the loop. The flow chart applies to options 1 and 2. The flow chart explains how the committees/subcommittees were going to work. The committees know how to organize themselves and to address those charges for which they had been assigned. In many organizations, all work gets done in committees and subcommittees.

Wayne McGowan stated that the idea, in part, was to get more communication with not having people attending meetings where they didn't really need to be.

Chair recognized Kathy Roark-Diehl. Kathy stated that nothing happens in the senate meetings, and all the work happens in sub committees and then you report.

Chair recognized Greg Hillis. He stated that Wayne McGowan said it pretty well when he said that we want to do what we need to do without making it overly cumbersome. There does not need to be a standing committee once a year or semester when it can be a subcommittee. He stated that he liked the idea.

Sherrell Wheeler stated that she would ask the committee to be careful about not inviting people to the meetings, because you didn't think you needed them. Sometimes you don't realize that you need them. She used the example that the QA team has realized that they don't have input on the Student Success Committee. No one is focusing on online retention. Ask the committee to look at ensuring an important person isn't left out. The concept is good.

Sherrell stated that this still misses the concept of you may not know you need me.

Rob Klinger, Chair, temporarily turned the meeting over to Vice-Chair, Christine Trapp.

Kim Lopez-Gallagher stated that there are three options. We are asking the committee to vote on one of the three options. It was stated that there's a problem if adjuncts are not getting the information to help them make the decision. Christine Trapp asked if adjunct members were voting members. Someone responded Yes. Corey Weaver stated that this was new stuff that he would like to have time to look over. Kim Roark-Diehl stated that the intent was not to implement this immediately or even in the spring semester in January. It was intended as a recommendation.

Wayne McGowan stated that he recommended that everyone consider voting for Option 3. He stated further that essentially, that is what we are already doing. If at a later date, we want to look at another structure, we can do that. Our best bet today would be to vote Option 3 so that it is already in place

Kathy Roark-Diel asked if there was a reason to vote today. She also asked why Option 3 was being considered. Someone stated that too many complained about Option 1 and 2. Kathy further stated that she did not want to put in place a failed committee structure. Wayne McGowan stated that Option 2 was created last night. Someone asked what's the hurry that there would be another meeting in two weeks. Rob Klinger stated that someone needs to make a recommendation as to why and how they want to do the vote.

Pete Eidenbach made a motion to table the vote until everyone had a chance to look over the information. He suggested that we could have a specialized meeting in order to vote.

Gary Bond stated that overall, he liked the plan. Some fine tuning needs to happen. Because of the rush, fine tuning might happen on the fly. He also recommended to table for now, get input from the campus in the next three weeks. Make sure you've gotten input from everyone involved.

Kim Lopez Gallagher moved to table the vote until the next meeting to give time to the Faculty Assembly members to look at the document. Motion seconded by Gloria Villaverde. Vote in favor 9 to 4; one in absentism.

Wayne McGowan made a motion that this body replace those that have been on the shared governance committee. There were no seconds. Wayne McGowan withdrew himself from his position on the committee. There was no other discussion.

- b) *Faculty Senate* – Kathy Roark-Diehl said that there was not that much that occurred to report on at the Faculty Senate meeting. She mentioned that the admissions requirements had changed for the Honors College.
- c) *Adjunct Affairs Subcommittee* – Wayne McGowan made a motion that part-time non-tenured temporary adjuncts have the ability to get recognition from their institution. Pete Eidenbach stated he would like to add Emeritus to that. Wayne McGowan said that they would like to have a party to help celebrate adjuncts and would like to have it soon on a Saturday.

Wayne McGowan stated that the procedures document is ready to go forward. Matthew Placencio stated that this recognition idea was tried on the Promotion and Tenure Committee and could not get moved forward through the main campus even though we had support from Faculty Senate. Rob Klinger stated that since that time, more discussion has occurred, and ultimately, it was decided we could go forward with the recognition idea. Wayne stated that one thing that has changed is that division heads would recognize they were eligible for this recognition, and it would be written into their new contract. No monetary component would be associated with it. Kathy Roark-Diehl asked who was going to notify the division. Wayne stated that he thought Mary Wofford would do the notification. Rob Klinger stated that it is strictly based on semesters of service. Wayne McGowan stated that it might be semester or might be credit hours. Wayne McGowan stated that what he liked about the procedure is that it would not require a 3-ring binder but rather they only need to submit a basic summary.

Wayne McGowan made a motion that we formally support these initiatives. Pete Eidenbach seconded the motion. Motion passed unanimously. Wayne McGowan recommended that we should be sure to thank the subcommittee.

- d) *Communications Subcommittee* – The Communications Subcommittee has not met. Rob Klinger stated that we recognize that there are still communication issues on campus. Two motions were passed. One asked for all college decisions to be shared through multiple channels, and the second motion was that any proposals that went through Administrative Council need to be responded to in writing within 45 days.

Sherrell Wheeler asked that the committee find out who is supposed to be updating the e-mail list. Rob Klinger stated that this is an opportunity to draft a procedure.

Kim made a motion that the Communications Subcommittee draft a procedure for which e-mail and faculty and staff lists are kept up-to-date and communicated on a regular basis. Matt Placencio seconded the motion. Motion passed unanimously.

- e) Discussion took place on plagiarism needs. It was stated that there is a need for clear cut record of instances of plagiarism so that consultation among faculty members could take place. It was further stated that it would be a good idea to centralize the records so there's no privacy violation. Mention was made that there is a working group aiming to develop a university wide consistent policy. Policies vary widely from one college to the next. An attempt to develop specific sanctions that would be consistently used is being considered. Statement was made that this idea is on the right track and that they are keeping in touch with the general counsel of the university. Someone suggested that we get one of the attorneys to talk to faculty about copyright issues.

Gloria Villaverde stated that a lot of the suggested ideas rested on the college having an academic integrity officer. A procedure needs to be put in place if the college wants to catch repeat offenders. A procedure in place would encourage the remainder of the faculty to look for other cases. It was stated that although it is time-consuming, in the end, the college has a much better reputation. Gloria Villaverde further stated that, at the very least, students need to get a letter saying the behavior isn't acceptable. The question was asked if this fell under communication, and the response was no. Pete Eidenbach stated that he would be willing to pursue this and look at their draft and come up with a simple draft until they move forward, formally, university wide.

VIII. Announcements

Rob stated that there will be a session on the Assurance Document hosted by LSTF (Learning Signature Task Force) on Wednesday of next week. He encouraged anyone to come to that session if you have feedback on the document.

Kim Lopez Gallagher brought up a conflict for the next meeting. Wayne McGowan made a motion that we have the meeting on November 11 at 11 a.m. Pete Eidenbach seconded the motion. The motion passed.

Wayne McGowan made a motion that the meeting adjourn. Matt Placencio seconded the motion. Meeting was adjourned at 1:29 pm.

Respectfully submitted,

Karen May, Secretary