



**The  
Faculty Assembly Meeting**

**MINUTES**

**January 12, 2024 12:30 PM ZOOM**

<b>MEETING CALLED BY:</b>	<b>Dr. Keri Stevenson, Faculty Assembly President</b>
<b>MINUTES ASSEMBLED BY:</b>	Andrew McFeaters, Faculty Assembly Secretary
<b>FACULTY ATTENDEES:</b>	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.
<b>GUESTS:</b>	

**ACTION APPROVAL OF AGENDA DR. KERI STEVENSON**

<b>DISCUSSION</b>	
<b>Move to approve the agenda.</b>	
<b>Motion:</b> Dr. Bruce Gjeltema	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**ACTION APPROVAL OF MINUTES DR. KERI STEVENSON**

<b>DISCUSSION</b>	
<b>Move to approve the minutes from the November 17, 2023 UNMG Faculty Assembly meeting.</b>	
<b>Motion:</b> Dr. John Burke	
<b>Seconded:</b> Yes	
<b>Discussion:</b> None	
<b>Vote:</b> Unanimous	
<b>Motion Carried:</b> Yes	

**INFORMATION PRESIDENT'S REPORT DR. KERI STEVENSON**

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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.



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



