3-8-1988

Faculty Senate Meeting Minutes, 03/08/1988, vol 12, p 278-321

UNM Faculty Senate

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THE UNIVERSITY OF NEW MEXICO

FACULTY SENATE MINUTES
1987-88
Volume 12
TO: Members of the Faculty Senate  
FROM: Anne J. Brown, Secretary  
SUBJECT: March Meeting  

Faculty Senate will meet on Tuesday, March 8, 1988 at 3:30 p.m. in the Riva.  
The agenda will include the following items:  

1. Summarized Minutes of February 9, 1988  
2. Senate President's Report -- Professor Jack Omdahl  
3. Announcements from the Floor  
4. Policy Statement re University Archives -- University Archivist Joanne Colley  
5. Remarks by President Gerald W. May  
6. Items from the Curricula Committee -- Professor David Hull  
   a. New Minor in Italian Studies  
   b. Change A.A.S. in Medical Laboratory Technology to A.S. in Medical Laboratory Technology/Gallup  
   c. Creation of A.A.S. in General Studies/Gallup  
   d. Creation of A.A.S. in Computer Application Technology/Valencia  
   e. Creation of A.A.S in Construction Technology/Valencia  
   f. Creation of A.A.S in Real Estate/Valencia  
7. Administrative Review Procedures -- Professor Mary Harris  
8. Membership on Faculty Senate Committees -- Professor Garrett Flickinger  
9. Report from the Undergraduate Committee and English Writing Proficiency Requirements -- Professor David Kaufman  
10. Report from the Long-Range Planning Committee -- Professor Kenneth Jungerman/Vallejo
THE UNIVERSITY OF NEW MEXICO

FACULTY SENATE MEETING

March 8, 1988

(Summarized Minutes)

The March 8, 1988 meeting of the UNM Faculty Senate was called to order by President Jack Omdahl at 3:30 p.m. in the Kiva.

Senators Present: Seymour Alpert (A&S), Andrew Burgess (A&S), Carl Cords (Med), Stephen Dent (Arch & Plng), Cecilia Fenoglio-Preiser (Med), Garrett Flickinger (Law), Douglas George (Fine Arts), Shyam Cunchaxani (Engr), Mary Ellen Hansan (Lib), Mary Harris (Educ), Richard Harris (A&S), William Hladik (Pharm), George Hozier (Mgt), George Huaco (A&S), Kenneth Jungling (Engr), Walter Kyner (A&S), Lawrence Lynch (A&S), Wayne Maes (Educ), Clara Miera (Dental Progs), Jack Omdahl (Med), William Orrison (Med) George Peters (A&S), Linda Seland (Med), Sandra Schanberg (Nursing), Jerome Shea (U.Col), Jane Slaughter (A&S), Priscilla Smith (Gallup), Richard Van Dongen (Educ), Donald Vichick (Med), and Melvin Yazawa (A&S).

Absent: Alonzo Atencio (Med), Greg Franchini (Med), and Leonard Stitelman (Public Ad).

Change in Agenda. President Omdahl said that the Long Range Planning Committee has asked that its report be deferred until a later date, however, the Athletic Council is prepared to make an interim report today. He asked the Senate to consent to changing the agenda so that Professor Beulah Woodfin, Chair of the Athletic Council, could make a report immediately after Item 4.

The Senate consented to this change.

Minutes of February 9, 1988. The minutes of February 9, 1988 were approved as distributed.

Senate President's Report. President Omdahl said that some Senators met on February 18 to discuss the budgeting process, how the faculty compensation package might be addressed, and what quality of life issues are important to faculty. The group felt that the compensation package should be divided equally among cost of living increase, merit determined by faculty productivity and performance over the past five years, merit adjustment to take into consideration inequities that now exist, and market adjustment. Most important quality of life factors were faculty travel and media aid; increase in number of graduate and teaching assistants; and secretarial help or the opportunity to purchase a personal computer at a reduced cost. Several days after this meeting the Senate Budget Committee met with Vice Presidents Garcia and Mc Kinney to share similar thoughts about the compensation package.
In conclusion President Omdahl said that the Operations Committee will schedule various Senate Committees to give reports to the Senate. He asked Senators to let the Operations Committee know of interest in specific committees.

Announcements from the Floor. Dr. John Koenig, Director of Athletics, will address the Senate at its April meeting.

The Operations Committee will present a five-year plan for the evaluation of administrators.

Policy Statement re University Archives. Joanne Colley, University Archivist, told the Senate that the Board of Regents approved the establishment of a University Archives Department in 1983. A policy statement was submitted in 1985 and was approved in principal with the agreement that it would be revised and resubmitted to the Board. The revised policy statement is included in the agenda and is brought to the Senate for input. The Archives Department is located in Zimmerman Library, however, funding is provided by the Academic Affairs office. The function of the Department is to evaluate, collect, organize, describe, preserve and make available those records deemed of historical, legal, fiscal, and/or administrative value to the University.

It was suggested that the second sentence in the fourth paragraph of the policy statement be revised to read "Final authority to withhold approval of any such action shall rest with the University Archivist who shall withhold such approval unless or until she or he is satisfied that the records have no permanent value."

With this minor change the policy statement was accepted.

The entire policy statement follows:

POLICY STATEMENT
GOVERNING THE ESTABLISHMENT OF THE UNIVERSITY OF NEW MEXICO ARCHIVES

The University Archives Department was established to formalize the collection and preservation of documentation which reflects the history of teaching, research and service at the University of New Mexico. Its mission is to promote knowledge and understanding of the origins, development, and goals of the University and to serve as a resource for research and scholarship. The Archives also provides a safe, controlled environment for permanently valuable records. Its initial development coincides with preparations to celebrate the 100th birthday of the institution, so that the identification and preservation of historical records is now particularly important.

Decisions regarding the permanent value of a record are governed in part by the statutes of the state of New Mexico. In compliance with and in support of those statutes, the University Archives works closely with the UNM Records Management Center, which is the central storage facility for all University records required to be retained for a limited number of years. In order to insure that the University complies with state law,

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the following statement shall govern the disposition of University records, effective immediately:

With respect to all officers and employees of the University, including members of the faculty, the following records, as defined by statute, are to be considered University property: those produced in the transaction of official University business, including but not limited to primary mission records, official administrative correspondence, legal opinions, annual and biennial reports, statements of policy, rules, regulations and standards, planning documents, minutes of meetings, personnel files, official memos and subject files, campus newspapers and other official University publications; in short, any material bearing upon the activities and functions of the University in the transaction of official business becomes the property of the University. Formats may include paper documentation, computer disks, tapes, maps, films video and audio cassettes, drawings plans and architectural materials and other similar documents.

These records may not be permanently removed from the University nor destroyed except upon prior approval of the University Archivist. Final authority to withhold approval of any such action shall rest with the University Archivist who shall withhold such approval unless or until he or she is satisfied that the records have no permanent value. The Archivist's decision will be based upon state law governing the retention and disposition of institutional records and upon the status of existing records.

The University Archives Department will solicit appropriate personal papers, research, publications, and manuscript materials of the University faculty and staff, however, the disposition of these materials will remain at the discretion of their creators.

Report from the Athletic Council. Professor Beulah Woodfin, Chair of the Athletic Council, told the Senate that the Council was concerned because it was bypassed when two task forces were established this year to recommend policy to the new Athletic Director. However, she said it was difficult to push these concerns because two meetings of the Council could not be convened because of lack of a quorum.

The Council approved a drug testing policy for student athletes and it is believed that the policy now in place is one of the best in the nation as well as one of the most legally acceptable.

One of the principal charges of the Council is to monitor the academic progress of student athletes and to assemble ten-year statistics on the progress of athletes toward degrees. Statistics available to the Council are now one year behind. In order to monitor progress toward degrees, Professor Woodfin said that she thought the Council should look at individual student records as well as the statistics. From data available at the present time, it would seem that a small number of athletes are taking too many physical activity courses, however, there is no way to control a student's registration or a change in class schedule. The question is whether or not there should be a policy for student athletes only which would require that the student
athlete maintain enrollment in a minimum number of course hours which would be acceptable toward a degree. The Council will consider this question at its next meeting.

The Council is also charged with overseeing the physical well-being of the student athletes and is currently evaluating a proposal by the University of New Mexico Hospital to provide a comprehensive program of physical care which would include counseling as well as the treatment of sports-related injuries.

The Council will present a final report to the Senate at a later date.

Address by President Gerald W. May. President May said that deans, chairs, and the Senate Operations Committee have been involved in the budget process this year. The most positive thing which came out of the recent legislative session to affect the budget was that the land and permanent fund income was returned to the University. Historically the income from the trust lands has been used for the maintenance of the physical plant. Formula changes approved by the legislature will also mean additional revenues to the University. The legislature this year did not take credit for tuition increases at the undergraduate level. This means that any increase will stay with the institution, however, if the tuition is increased, the legislature said that the revenue must be used for faculty compensation.

The administration will recommend to the Regents a tuition increase of $120 a year for undergraduates and will also recommend a compensation package for faculty and staff with a 3% increase for base level adjustment and merit, 1-1/2% for rectifying existing inequities, with an additional amount to be given to those units where the biggest market discrepancies exist. Stipends for GA's and TA's, faculty travel funds, supplies and expense accounts, and funds for library acquisitions will be increased. High priority on the list of building renovation is given to Mitchell Hall which will be partially remodeled this summer.

Senator Seymour Alpert asked President May if the salary earned by Vice President Jones, who has resigned from the University, could be returned to the University if the position presently occupied by Vice President Jones was kept vacant. The President replied that the position of Vice President for Administration and Student Affairs is a most important one and cannot be left vacant. Senator Alpert also asked what fraction of the sums which were available for salary increases would go into such categories as merit, connection and market factors. President May said that those decisions would be made by the vice presidents and deans.

After the President's budget report, calculations based on the premise that state supported "Instructional" funds should not be allowed to slip into the "General" category of the "I & G" budget were presented by Professor Gurbaxani of the Senate Budget Review committee. Thus, application of the 1987-88 budget ratio of "I"/"I & G." to $78.1M yields $59M for "I" (for 1988-89) i.e., an increase of $4.2M. The tuition increase of $2M (then suggested) along with $3.1M (from the unexpected windfall of Land and Permanent Fund) would make $7.5M for the Instructional category. That would amount to well over a 10% salary increase as against the 4.5% just presented by the President. President May could not shed any more light except to note that the numbers seemed reasonable. He suggested a meeting to present his calculations.
This year units will be allowed to carry over budget surplus to the next fiscal year. It is hoped that, with good budget management by all units, no deficits will have to be carried over.

President May concluded his remarks by saying that the administration is trying to set a more timely schedule for budget planning particularly in the area of capital improvements and that the present budget is better than was anticipated. Priorities for next year are to support the quality of the classroom, to support students, to continue to recruit good students, and to support the faculty and staff as much as possible with a competitive compensation package.

Items from the Curricula Committee. Upon recommendation by Professor David Null, Chair of the Curricula Committee, the Senate approved (1) a new minor in Italian Studies; (2) changing the A.A.S. in Medical Laboratory Technology to A.A.S. in Bioscience at the Gallup Branch; and (3) creation of A.A.S. in General Studies at the Los Alamos Branch. Requests from the Valencia Branch for the creation of A.A.S. in Computer Application Technology, A.A.S. in Construction Technology, and A.A.S. in Real Estate were tabled until budget implications are clarified and the relationship of these programs with courses offered at T-VI is studied.

Administrative Review Procedures. Senator Mary Harris, for the Operations Committee, said that the Administrative Review Procedures (printed in the agenda) had been revised to reflect current titles of administrators and that the names of specific individuals had been removed. The focus of Part 2 was changed to "make recommendations for strengthening the effectiveness of the administrator and the office" rather than to request a recommendation indicating whether the person should be terminated or should be continued in the position. A substantive change in Part 3 requires that "Each administrator being evaluated will submit a position description and self-evaluation of the position he/she occupies." The specific schedule for review of administrators was deleted, however, recommendation is made for an overall scheduling process. It is assumed that more evaluations will be conducted in the future and it is hoped that regular annual evaluations will become a part of the administrative process.

An amendment was made to add the following words to Part 2 "The Committee may also recommend further study as to whether the office should be continued." The amendment failed to carry.

An amendment was approved to add the sentence "Where appropriate staff, students, alumni, and community members should be included in the committee." after the first sentence in Part 6a. The document was then approved as amended.

The Senate thanked the Operations Committee for clarifying these procedures.

Faculty Membership on Faculty Senate Committees. Senator Garrett Flickinger for the Senate Operations Committee said that recently several inquiries have been received regarding eligibility of deans, associate deans and assistant deans for membership on Faculty Senate Standing committees. Since criteria
for certain committees specify that deans and other administrative officers will be ex-officio members, the Operations Committee believes it would be inappropriate to consider deans (including associate deans and assistant deans) as faculty eligible for committee membership. Faculty membership should be limited to those voting faculty who are full-time teaching faculty or department chairs. It was pointed out that directors will remain eligible for membership because there are so many different kinds of directors it would be difficult to specify which should be excluded.

The Senate approved the clarification of faculty membership on Faculty Senate Committees as presented.

English Writing Proficiency Requirements. Professor David Kauffman, chair of the Undergraduate Committee, said that the committee has reviewed the present policy regarding writing proficiency requirements and has found that there is a wide range of requirements among the various colleges, schools and programs. The Undergraduate Committee believes that the policy should be uniformly administered throughout all programs and submits the following revised policy:

Minimum proficiency in English writing, as required for baccalaureate degrees by action of the Faculty Senate, December 14, 1982, shall be demonstrated by:

1. Passing English 102 at UNM with a grade of C- or higher.

2. Transferring acceptable credit from a regionally accredited institution for a second-semester English writing course equivalent to English 102.

3. Scoring sufficiently high on the verbal part of accepted entrance examinations (25 ACT, 570 SAT).

The revised policy has been endorsed by the Undergraduate Committee, the Admissions and Registration Committee and the Council of Deans. It is understood that enforcement of this policy will be the responsibility of all academic units and the Office of Admissions and Records. In particular, it will be the responsibility of the Office of Admissions and Records to work with the Department of English in assessing the equivalency of transfer courses. It is further understood that any students who passed English 102 with a grade of C or better prior to 1980 are considered to have met this minimum proficiency requirement.

The Senate approved the revised policy as presented.

Compensation for Administrators. Senator Stephen Dent said that in February the Senate had requested that President May address certain questions about salaries of administrators; however, those concerns were not mentioned in the remarks today. Since salaries will probably be considered before the April Senate meeting he moved that the Senate adopt the following resolution:
Whereas, the administrative officers of this University are compensated quite well according to national norms (Arkansas study);

Be it resolved that the Faculty Senate hereby requests that the University demonstrate great restraint in the awarding of salary increases at the administrative level in order to foster the spirit of cooperation between the faculty and administration of this institution.

The Senate adopted the resolution.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Anne J. Brown, Secretary
SUBJECT: Policy statement governing the establishment of the University of New Mexico Archives Department.

REQUESTED ACTION: Approval of the submitted document.

BACKGROUND INFORMATION: The establishment of a University Archives Department was approved by the Board of Regents in 1983, and a policy statement regarding the retention of permanent University records was presented to the Board of Regents in 1985. This document was approved in principal with the agreement that it would be revised and be resubmitted to the Board of Regents. The revised document is now before you. More specific information about what the Archives collects will be available at the meeting.

This policy statement has been received and approved by the Council of Department Heads (General Library), the Archives Advisory Committee, and the Records Management Department. It has been submitted to the Academic Freedom and Tenure Committee for review, as well as to this committee.
POLICY STATEMENT
GOVERNING THE ESTABLISHMENT OF THE
UNIVERSITY OF NEW MEXICO ARCHIVES

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The University Archives Department will solicit appropriate personal papers, research, publications, and manuscript materials of the University faculty and staff; however, the disposition of these materials will remain at the discretion of their creators.
DESCRIPTION OF SPECIFIC TYPES OF RECORDS OF PERMANENT VALUE TO THE UNIVERSITY

These are examples and are not meant to represent an inclusive list.

Correspondence
- relating to policy, procedures, planning
- relating to general administration
- concerning gifts, bequests, wills
- dealing with special equipment (scientific, etc.)
- concerning buildings
- correspondence relating to sale and removal of
- correspondence relating to building inspection
- correspondence relating to construction of
- construction contracts
- report of space utilization
- concerning endowment and property
- relating to changes in curriculum

Statistics
- Annual, biennial reports
- Policy statements
- Reports from the Office of the President, Vice Presidents, Deans' Offices, etc.
- Report of the Board of Regents
- Minutes and memos used to keep people apprised of policies and procedures
- General information concerning scholarships and awards
- Reports on courses proposed by departments and schools
- Report on cost per student per credit hour
- Student/teacher ratio report
- University Committees
- minutes, correspondence relating to policy and procedure, statements, reports, supporting data
- University Councils
- minutes, correspondence relating to policy and procedure, reports
- Course Catalogues
- Newsletters
Calendars of special events
Faculty handbooks
Schedules of classes
Staff directories
Planning documents
Subject files

The University Archives will solicit appropriate personal papers, research, publications and manuscript materials from the University faculty, administration and staff; however, the disposal of these materials will remain at the discretion of their creators.
STATE LAW REQUIRES
THESE RECORDS BE RETAINED PERMANENTLY

PERMANENT RECORDS -- GENERAL

Educational Retirement Board
Transcripts
Scholarship Fund files
Guidelines specified in donations
Legal Opinion files
Student Organization files
Organization charts and constitutions
Bond registers
Alumni Office
Homecoming files reports, plans, pictures, etc.
Public Information Office
News releases, news data, news clippings on faculty, student, departments, university-related matters.
Athletic Department
Sports Information files news clippings, pictures
Alumni Letterman files documentation, awards

PERMANENT RECORDS -- PERSONNEL

Personnel file
Includes but is not restricted to Personnel Action Requests, salary adjustment notices, employee payroll information sheets, correspondence (including disciplinary action, commendations, recommendations), performance evaluations, applications, job descriptions, test grades, certificates, resumes, transcripts, disclaimers.

Table of organizational listing
(Tool's monthly printout) shows index of organizational units

Personnel Office memoranda

55 years after termination or retirement.
2 years. Transfer to Archives for review.
2 years. Transfer to Archives for review.
2 years. Transfer to Archives for review.
2 years. Transfer to Archives for review.
2 years. Transfer to Archives for review.
2 years. Transfer to Archives for review.

Some records, although not designated for permanent retention, do require review by the Archivist before they are destroyed.)
Primary mission records

- Correspondence
  - Administrative correspondence and memorandums which concern policy and/or operations

- Annual and biennial reports

- Minutes of meetings of policy making bodies, including boards and commissions

- Publicity, promotion, public information - press releases, speeches, biographies of department officials, etc.

Photographs

- Prints, negatives, slides

Administrative rules

- Rules, regulations, standards, orders, statements of policy, amendments.

- Deeds, plats, drawings, plans, and blueprints

Permanently

Permanently

Permanently

Retain 2 years. Transfer to Archives for review.

Retain 4 years. Transfer to Archives for review.

Retain 4 years. Transfer to Archives for review.

Permanently
UNM FACULTY SENATE

SUBJECT: Six Form Cs for new programs/degrees

REQUESTED ACTION: Approval by the Faculty Senate

BACKGROUND INFORMATION:

1) Modern & Classical Languages -
   New Minor in Italian Studies: this requires no new courses or faculty; it
   is pulling together existing courses into a coherent course of study, much
   along the lines of our minors in Russian Studies, Asian Studies, Peace Studies,
   etc.

2) Gallup Campus -
   Change the Associate of Applied Science in Medical Laboratory Technology
   to an Associate of Science in M.L.T. The program already meets the standards
   for an AS, and making the program into an AS would make it easier for
   students to transfer from the two-year program into a four-year program.

3) Los Alamos Campus -
   Create an AAS in General Studies. The degree already exists on the Gallup
   and Valencia Campuses. Los Alamos is asking to adopt the degree with minor
   changes.

4) Valencia Campus -
   Create an AAS in Computer Application Technology. Valencia is changing
   their computer science program into a course of study more focused on software
   applications.

   Create an AAS in Construction Technology. This new degree would focus
   on computer-aided drafting and construction management. Much of the
   program is intended to be transferable to the Construction Management
   program in the College of Engineering at the main campus.

   Create an AAS in Real Estate. Valencia was asked to create this program
   by the Valencia County Real Estate Owners. It is part of a state-wide
   effort to establish real estate programs at community colleges in New Mexico.
FORM C
MAJOR AND MINOR CURRICULAR CHANGES

Date: May 6, 1987

Unit: Modern and Classical Langs. (Italian) (Dept., Div., Prog.)

I. Major Change

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<td>existing concentration</td>
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Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets.

Minor in Italian Studies:
24 hours of coursework distributed as follows: 6 hours above the 275-276 Italian language level; no fewer than 9 hours in History; no fewer than 9 hours in Art History. See attached sheet for exact course offerings.

II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

Reasons for Request (attach extra sheets if necessary) 1. student interest; 2. ability to give credit (in the form of a minor) to students pursuing already these courses; 3. to accommodate growing numbers of students in Italian language and literature courses.

Effective Date of Proposed Change: Fall, 1987

Budgetary and Faculty Load Implications: (attach statements) None. All courses are in place. No new courses or professors required. Yes___ No____

If yes, have you resolved these issues with department involved? (attach statement)

Signature: ____________________________

Date: ____________________________

Approvals:

Dean of Library Services /s/ ________________ Date: ________________

College Curricula Committee /s/ ________________ Date: ________________

(if necessary)

College or School Faculty

College or School Dean /s/ ________________ Date: ________________

FS Undergraduate Ac. Affairs /s/ ________________ Date: ________________

and/or

FS Graduate Committee

Office of Graduate Studies

FS Curricula Committee /s/ ________________ Date: ________________

Provost /s/ ________________ Date: ________________

Faculty Senate /s/ ________________ Date: ________________
ITALIAN STUDIES: PROPOSED INTERDISCIPLINARY MINOR

Chair: C. Joost-Gaugier, Art
Advisory Committee:
- M. Jane Slaughter, History
- E. G. Salimbeni, Modern and Classical Languages
- J. White, Arts and Sciences

PURPOSE:

This interdisciplinary minor intends to provide the student with a broad background in Italian culture through the study of language, history, and art history. It is geared to those who might seek careers in diplomacy, museum or archival work, international relations, or comparative literature or history.

REQUIREMENTS:

→ 24 hours of course work distributed as follows:

Language: at least 6 hours above the 275-276 level: available as 307, 308, or 497. See also study-abroad options.

Certain offerings in Latin may also apply, but must be approved by the Advisory Committee and Chair.

History: no fewer than 9 hours in the following:

308: Modern European Society
314: Rome
322: Renaissance, 1300-1520
346: Italy, 1615-present
428: European Intellectual History, Enlightenment to 1860
429: European Intellectual History, 1860-present
Readings courses or seminars, subject to committee approval.

Art History: no fewer than 9 hours in the following:

230: Renaissance Art
453: Late Medieval and Early Renaissance Art in Italy
454: Art of the High Renaissance in Italy
240: Baroque Art
330: Studies in film (subject to committee approval)
428: Topics in film history (subject to committee approval)
261: Ancient and Medieval Architecture
262: Renaissance through Modern Architecture
427: (also honors 307, research techniques, Italian topic)
Readings courses or seminars, subject to committee approval.
When I began teaching Italian in the fall of 1984, the courses offered were 275-276, an accelerated language sequence. These two courses had been taught fall and spring semesters for at least ten years (perhaps longer). Even though 307 (a literature survey) and 308 (formerly poetry, now twentieth-century literature) were in the catalogue, they had not been taught for some time. That fall I had students taking 111 credit hours; the fall of 1985, 147; and the fall of 1986, 171. Both the 275-276 and the 307-308 sequences are now offered regularly, as a result of student interest and request. Because of this increased student interest in general, I put together the proposed Italian Studies Minor.

Specifically, I was prompted by the requests of several students for a coherent Italian program of some sort. This proposed minor shows no drastic innovation. It is merely a pulling together of courses both available and pertinent to those students with an interest in learning about one of the modern (i.e., post-Medieval) sources of western civilization. At least with a program, though, students would receive credit for work done. Furthermore, students would be able to apply for the many study-in-Faly grants available usually to those "pursuing either a major or a minor in Italian or Italian studies."

A minor degree or certification can be an incentive to draw students. When I was an undergraduate, I had finished a major in Spanish peninsular literature and was at work on one in history; my university offered me the possibility of obtaining a minor in Latin American Studies. That small recognition of and direction to my studies made me take more courses in the field than I might otherwise have done. (It also no doubt contributed to my gaining a Fulbright to Argentina.)

I anticipate low numbers in Italian Studies. I also anticipate the high quality of student found already in the more advanced Italian classes, many of whom come from history, art and architecture. I suspect that between 2 and 5 students a year might opt for this minor.
## FORM C
MAJOR AND MINOR CURRICULAR CHANGES

**Date:** September 25, 1987

**Unit:** Health Science Department

**(Dept., Div., Prog.)**

Medical Laboratory Technician Program
University of New Mexico-Gallup
200 College Road
Gallup, NM 87301

### I. Major Change

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<th>Degree</th>
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<td>Revision of Existing Major</td>
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<tr>
<td>Concentration</td>
<td>New</td>
<td>Revision of Existing Concentration</td>
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</table>

Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets.

### Associate of Science Degree

### II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

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**Reasons for Request**

Career-Mobility and Funding Documentation is provided to substantiate the need for a change in the degree award by addressing the articulation with Weber State College BSMT Program.

**Effective Date of Proposed Change:** FALL 1987

**Budgetary and Faculty Load Implications:** none

**Might this change impinge in any significant way on student or departmental programs?** Yes No

**If yes, have you resolved these issues with department involved?** (attach statement)

**Signature:**

---

**Approvals:**

Dean of Library Services
College Curricula Committee
(if necessary)
College or School Faculty
College or School Dean
FS Undergraduate Academic Affairs
and/or
FS Graduate Committee
Office of Graduate Studies
FS Curricula Committee
Faculty Senate

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**Date:**

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December 10, 1987

TO: Dr. Ignacio Cordova
FROM: Dr. H. de Bruin
RE: Proposed change in MLS program

This memo is to verify our conversation that the only change requested in the Medical Laboratory Science degree program is changing its title from "Associate of Applied Science" to "Associate of Science." The course requirements remain the same as in the original degree.

I am enclosing a copy of the letter from Ms. Barbara Fricke, Program Director for the MLS program on main campus for your use.
I am officially requesting a change in the name of the degree award for the Medical Laboratory Technician Program. The present award is the Associate of Applied Science but the academic core better reflects the Associate of Science.

The comparison between the standard and the MLT course of study is:

<table>
<thead>
<tr>
<th>Standard</th>
<th>MLT Program</th>
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</thead>
<tbody>
<tr>
<td>a. at least 6 semester hours in Communication</td>
<td>English 101 (3)</td>
</tr>
<tr>
<td>b. at least 6 semester hours in Arts &amp; Humanities/Social Sciences</td>
<td>Arts &amp; Humanities elective (3)</td>
</tr>
<tr>
<td>c. at least 6 semester hours in Mathematics/Natural Sciences/Behavioral Sciences</td>
<td>any Math 121 or above (3)</td>
</tr>
</tbody>
</table>

The program also provides an avenue for career-mobility at 4-year institutions for a Bachelors Degree in Medical Technology. I submit a letter to substantiate the claim.

Thank you for your time and attention to this request.

Sincerely,

Priscilla A. Smith
Director, MLT Program
Priscilla A. Smith  
Director, MLT Program  
Gallup Indian Medical Center  
Nizhoni Boulevard  
P.O. Drawer L  
Gallup, NM 87301  

October 23, 1987

Dear Priscilla:

The Medical Technology Program at UNM is not a 3+1 format. We have had a 2+1 format since 1981.

Currently, a MLT graduate from UNM-Gallup Branch, who transfers to UNM in Albuquerque, would have prerequisite courses to complete prior to making application to the MT Program at UNM. The amount of prerequisite courses needed depends on the courses taken in the MLT curriculum and if any other additional college courses were taken. UNM-Gallup Branch offers all of the MT Program prerequisite courses except three courses. These three courses are two advanced biology courses and one chemistry course. A copy of the MT curriculum is enclosed. The courses checked are available at UNM-Gallup and the three not available are numbered.

If you need additional information about the articulation of MLT students into the Medical Technology Program, please contact me.

Sincerely,

Barbara Fricke, M.S., MT(ASCP), CLS  
Program Director,  
Medical Laboratory Sciences

enclosure

Barbara Fricke, M.S., MT(ASCP), CLS  
Program Director,  
Medical Laboratory Sciences

sd

The University of New Mexico  
MEDICAL LABORATORY SCIENCES  
Medical Center Blvd, #4  
Albuquerque, NM 87131  
Telephone (505) 277-5434
### FORM C
#### MAJOR AND MINOR CURRICULAR CHANGES

**Date:** 11/17/87

**Unit:** UNM-Los Alamos

(Dept., Div., Prog.)

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### I. Major Change

<table>
<thead>
<tr>
<th>Degree</th>
<th>New</th>
<th>Revision of</th>
<th>Deletion</th>
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<tbody>
<tr>
<td></td>
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<td>existing degree</td>
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<td>Major</td>
<td>New</td>
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<tr>
<td></td>
<td></td>
<td>existing major</td>
<td></td>
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<tr>
<td>Minor</td>
<td>New</td>
<td>Revision of</td>
<td>Deletion</td>
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<td>existing minor</td>
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<td>Conc.</td>
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<td>existing conc.</td>
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</table>

Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets.

**Associate of Applied Science in General Studies**

This degree has already been approved for UNM-Gallup and UNM-Valencia. I am requesting several minor changes to the existing program. Degree requirements for the UNM-Los Alamos program are listed on the attached sheets.

### II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

---

**Reasons for Request (attach extra sheets if necessary)**

See attached sheets.

**Effective Date of Proposed Change:** Spring, 1988

**Budgetary and Faculty Load Implications:** (attach statements)

Might this change impinge in any significant way on student or departmental programs? Yes [ ] No [X]

If yes, have you resolved these issues with department involved? [ ]

(attach statement)

**Signature:**

Department Chair

---

**Approvals:**

Dean of Library Services

College Curricula Committee

(if necessary)

College or School Faculty

College or School Dean

FS Undergraduate Ac. Affairs

and/or FS Graduate Committee

Office of Graduate Studies

FS Curricula Committee

Faculty Senate

---

**Date:**

Dean of Library Services

College Curricula Committee

College or School Faculty

College or School Dean

FS Undergraduate Ac. Affairs

and/or FS Graduate Committee

Office of Graduate Studies

FS Curricula Committee

Faculty Senate

---

**Date:**
ASSOCIATE OF APPLIED SCIENCE IN GENERAL STUDIES

This degree program has already been approved for UNM-Gallup. Per operating agreement between branches, a branch can adopt a degree program developed by another branch. Attached is a copy of the required memorandum that allows the adoption of a program.

Listed below are the requirements for the UNM-Los Alamos degree in General Studies. The changes to the Gallup degree program include:

1) Art (3) to read Fine Arts (3)
2) Deletion of 2 hrs. of Health/Physical Education/Recreation
3) Addition of Language (3)
4) Addition of Computer Science/Computer Technology (3)

Requirements for an Associate of Applied Science in General Studies for UNM-Los Alamos

TOTAL NUMBER OF CREDIT HOURS 60 CREDITS

General Education Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science/ Mathematics/Natural Science</td>
<td>9</td>
</tr>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>(English 101, 102, 119, 219, or Speech)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Language</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science/Computer Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

33 credits

General Education Electives 10 hours

Any course listed in the UNM-Los Alamos Catalog that does not have a suffix T and that is at the 101 level or above.
The Associate of Applied Science Degree in General Studies is designed to provide students with the opportunity to develop programs of study not available through other UNM-Los Alamos programs. A student's program may reflect either specialized or broad patterns of educational experience. Most general education courses articulate with many four-year college programs. Students may use courses labeled with a suffix 'T' toward this degree as elective credits, but should be aware that these may not articulate with four-year programs. Students planning to pursue baccalaureate degrees should familiarize themselves with the requirements of transfer institutions.
FORM C
MAJOR AND MINOR CURRICULAR CHANGES

Date: 9/1/87
Unit: UNM-Valencia Campus

<table>
<thead>
<tr>
<th>I. Major Change</th>
<th>A.A.S. Computer Science Technology</th>
<th>Revision of existing degree</th>
<th>Deletion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
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<tr>
<td>Major</td>
<td>New</td>
<td>Revision of existing minor</td>
<td>Deletion</td>
</tr>
<tr>
<td>Minor</td>
<td>New</td>
<td>Revision of existing concentration</td>
<td>Deletion</td>
</tr>
</tbody>
</table>

Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets. Please see the attached sheet.

II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

Reasons for Request (attach extra sheets if necessary)
UNM-VC is revamping its Computer Science program to focus on software applications rather than on computer programming. This change is in response to UNM-VC's service area computer needs.

Effective Date of Proposed Change: Spring 1988

Budgetary and Faculty Load Implications: None

Might this change impinge in any significant way on student or departmental programs? Yes X No

If yes, have you resolved these issues with department involved?

Signature: Richard Melson
Department Chair

Approvals:
Dean of Library Services
College Curricula Committee (if necessary)
College or School Faculty
College or School Dean
FS Undergraduate Academic Affairs
and/or FS Graduate Committee
Office of Graduate Studies
FS Curricula Committee
Provost
Faculty Senate

Date: 11/17/87
Date: 11/19/87
Date: 12/20/87
Date: 12/8/87
Date: 2/23/87
Date: 2/24/88
The AASC/T trains the student to become an "expert user" of state-of-the-art computer science software. In addition, it provides an introduction to business and programming concepts so that the graduate can be readily employed in either the private or public sector of the economy.

Specific Requirements

1) A minimum of 60 credit hours of which 15 credit hours must be completed in residence at UNM-VC with a minimum GPA of 2.0 overall and a minimum GPA of 2.0 in the Computer Science Technology core.

2) Communication Skills (9 credit hours)
   - ENGL 101 Writing with Readings in Exposition (3)
   - ENGL 102 Analytic Writing (3)
   - ENGL 219 Technical Writing (3)

3) Arts/Humanities/Social Sciences (6 credit hours)

4) Natural/Behavioral Sciences/Mathematics (6 credit hours)
   - Math 120 Intermediate Algebra (3)
   - Math 145 Intro to Probability & Statistics (3)

5) Management (6 credit hours)
   - MGT 113 Management: An Introduction (3)

6) Computer Science Tech Core (21-25 credit hours)
   - CS 120T Intro to Microcomputers (3)
   - CS 121T Electronic Spreadsheets Applications (3)
   - CS 122T Database Applications (3)
   - CS 221T Microcomputer Setup & Maintenance (2)
   - CS 222T Advanced Electronic Spreadsheets Applications (3)
   - CS 223T Advanced Database Applications (3)
   - CS 290T Project (1-4)
   - Computer Science programming elective (3)

7) Business Technology/Computer Science/Construction Technology electives (12 credit hours)

8) No Basic Skills courses (e.g., ENGL 010T or 100) may be accepted toward the required 60 credit hours for graduation.
FORM C
MAJOR AND MINOR CURRICULAR CHANGES

Date: 9/1/87

Unit: UNM-Valencia Campus

I. Major Change

Degree: New _A.A.S. Construction Technology

Major: New

Minor: New

Concentration: New

Revision of existing degree
Revision of existing major
Revision of existing minor
Revision of existing concentration

Deletion
Deletion
Deletion
Deletion

Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets. Please see the attached sheet.

II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

Reasons for Request (attach extra sheets if necessary)
UNM-VC is revamping its Construction Technology program to focus on Computer Aided Drafting and Construction Management, rather than on shop/adobe technology.

Effective Date of Proposed Change: Spring, 1988

Budgetary and Faculty Load Implications: (attach statements) None

Might this change impinge in any significant way on student or departmental programs? Yes __ No X

If yes, have you resolved these issues with department involved? (Attach statement)

Signature: Richard Nelson

Date: 11/10/87

Approval:
Dean of Library Services
Colleague Curricula Committee (if necessary)
College or School Faculty
College or School Dean
FS Undergraduate Ac. Affairs
FS Graduate Committee
Office of Graduate Studies
FS Curricula Committee
Provost
Faculty Senate

Date:
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The AASCT is designed to prepare graduates for either a technical career in Computer Aided Drafting or a business career in Construction Management. Much of the AASCT can also be transferred to the four-year degree program in Construction Management at the College of Engineering at UNM.

Specific Requirements

1) A minimum of 60 credit hours of which at least 15 credit hours must be completed in residence at UNM-VC with a minimum GPA of 2.0 overall and a minimum GPA of 2.0 in one of the two Construction Technology options.

2) Communication Skills (9 credit hours)
   - ENGL 101 Writing with Readings in Exposition (3)
   - ENGL 102 Analytic Writing (3)
   - ENGL 219 Technical Writing (3)

3) Mathematics (6 credit hours)
   - MATH 121 College Algebra (3)
   - MATH 145 Intro to Probability & Statistics (3)

4) Natural/Behavioral Sciences (11 credit hours)
   - CHEM 1211 General Chemistry (4)
   - PHYSICS 151 General Physics (3)
   - PHYSICS 153L General Physics Lab (1)
   - PSYCH 101 General Psychology (3)

5) Social Sciences/Humanities (6 credit hours)
   - ECON 200 Principles & Problems (3)
   - ECON 201 Principles of Economics (3)

6) Computer Science (6 credit hours)
   - CS 120T Intro to Microcomputers (3)
   - OR AS 121T Electronic Spreadsheet Applications (3)

7) Construction Technology Options (22-24 credit hours)
   - Computer Aided Drafting Option
     - CS 125T Microcomputer Setup & Maintenance (2)
     - CT 185T Intro to Architectural Drafting (4)
     - CT 195T Intro to Technical Drafting (4)
     - CT 200T Intro to Computer Aided Drafting (3)
     - CT 240T Intermediate Computer Aided Drafting (4)
     - CT 270T Advanced Computer Aided Drafting (4)
     - CT 295T Practicum (3)
   - Construction Management Option
     - MGT 101 Fundamentals of Accounting I (3)
     - BT 103T Fundamentals of Accounting I Lab (1)
     - BT 205T Business Math/Electronic Calculators (3)
     - BT 232T Intro to Small Business Management (3)
     - CT 140T Computer Aided Estimation (3)
     - CT 160T Job Scheduling/Costing (3)
     - Management or Construction Technology or Real Estate electives (6)

8) No Basic Skills courses (e.g., ENGL 101T or 100) may be accepted toward the 60 credit hours required for graduation.
**FORM C**
**MAJOR AND MINOR CURRICULAR CHANGES**

Date: October 16, 1987
Unit: UNM-Valencia Campus

<table>
<thead>
<tr>
<th>I. Major Change</th>
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<tbody>
<tr>
<td>Degree New</td>
<td>A.A.S. in</td>
<td>Real Estate</td>
<td>Revision of</td>
</tr>
<tr>
<td>Major New</td>
<td></td>
<td></td>
<td>Revision of</td>
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<tr>
<td>Minor New</td>
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<td></td>
<td>Revision of</td>
</tr>
<tr>
<td>Concentration New</td>
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<td>Revision of</td>
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</table>

Give exact title and requirements as they should appear in the catalog in the space provided or on attached sheets. Please see the attached sheet #1.

II. Minor Change

Minor name change of existing degree, major, minor, or concentration.

Minor program revision (3-5 hours)

Reasons for Request (attach extra sheets if necessary)

Please see the attached sheet #2.

Effective Date of Proposed Change: Spring 1988

Budgetary and Faculty Load Implications: (attach statements)

Might this change impinge in any significant way on student or departmental programs? Yes  No X

If yes, have you resolved these issues with department involved? (attach statement)

Signature: Richard Womack

Department Chair

Approvals:

Dean of Library Services

College Curricula Committee (if necessary)

College or School Faculty

College or School Dean

FS Undergraduate Academic Affairs

and/or FS Graduate Committee

Office of Graduate Studies

FS Curricula Committee

Faculty Senate
This program is designed for students who plan to enter the field of real estate as brokers, salespersons, appraisers, property managers, finance or title clerks. Courses included in the program are approved by the New Mexico Real Estate Commission to meet the requirements to take both the sales and brokers licensing exams.

Specific Requirements:

1) A minimum of 65 credit hours of which 15 credit hours must be completed in residence at UNM-VC with a minimum GPA of 2.0 overall and a minimum GPA of 2.0 in the Real Estate core.

2) Communication Skills (12 hours)
   - Engl 101 Writing with Readings in Exposition (3)
   - Engl 102 Analytic Writing (3)
   - Sp Com 130L Public Speaking (3)
   - Sp Com 221 Interpersonal Communication (3)

3) Behavioral/Social Sciences (10 hours)
   - Econ 200 Principles and Problems (3)
   - Econ 201 Principles of Economics (3)
   - Psych 102 General Psychology II (3)
   - Psych 104L General Psychology II Lab (1)

4) Math/Science (3 hours)
   - Math 120 Intermediate Algebra or above (3)

5) Computer Science Technology (3 hours)
   - CS 120T Intro to Microcomputers (3)

6) Business Core (11-16 hours)
   - Mgt 113 Management: An Introduction (3)
   - BE 205 Business Math/Electronic Calculators (3)
   - Plus 5-10 hours from the following:
     - Mgt 101 Fundamentals of Accounting I (3)
     - BE 103 Fundamentals of Accounting I Lab (1)
     - Mgt 233 Principles of Marketing Management (3)
     - Mgt 284 Selling: Retail and Industrial (3)
     - BE 206 Business Math/Electronic Calculators (3)

7) Real Estate Core (22 hours)
   - RE 270 Introduction to Real Estate (3)
   - RE 110T Real Estate Law (3)
   - RE 120T Real Estate Finance (3)
   - RE 130T Legal Documents and Closings (3)
   - RE 140T Real Estate Appraisal (3)
   - RE 290T Real Estate Exam Preparation (1)
   - RE 295T Real Estate Practicum (3)

8) No Basic Skills courses (e.g., ENGL 010 or 100) may be accepted toward the 6 credit hours required for graduation.
UNM-VC has been asked to develop an A.A.S. by a group of Valencia County Real Estate owners in order to

1. enhance the quality of the local Real Estate industry and
2. add to the professionalism of Real Estate personnel.

The development of such a degree is in keeping with a statewide effort to establish Real Estate programs at local community colleges in New Mexico.

Attachment #2.

UNM-VC has been asked to develop an A.A.S. by a group of Valencia County Real Estate owners in order to

1. enhance the quality of the local Real Estate industry and
2. add to the professionalism of Real Estate personnel.

The development of such a degree is in keeping with a statewide effort to establish Real Estate programs at local community colleges in New Mexico.
UNM FACULTY SENATE

SUBJECT:
Administrative Review Procedures

REQUESTED ACTION:
Approval of revised procedures

BACKGROUND INFORMATION:
On April 13, 1982, the Faculty Senate approved administrative review procedures as recommended by the Ad Hoc Committee on Evaluation. The Senate Operations Committee recommends certain revisions to reflect current titles of administrators and to clarify the procedures.
Faculty Senate Initiative
Administrative Review Process

1. The office and individual performance of every UNM administrator listed immediately below should be evaluated every five years. The person being evaluated should have been in office a minimum of three years. Every person should be evaluated at least once every five years:
   - President, vice presidents, academic deans and all other deans, directors and associate vice presidents who report directly to any one of these administrators (see university organizational chart).

2. The evaluation procedures recommended should be based upon the assumption that an on-going process of evaluation in the form of annual reviews exists at the University of New Mexico. If indeed annual reviews have been conducted, a substantial amount of data should be available to complement a five-year summulative evaluation. The purpose of the five-year evaluation should be:
   a. To determine the effectiveness of the administrator and the office for which he/she is responsible; and
   b. To make recommendations for strengthening the effectiveness of the administrator and the office.

3. Every evaluation will be initiated and coordinated by the person to whom the administrator being evaluated reports. (For example, the President of the University reports to the Regents, the vice presidents report to the president, etc.) Each administrator being evaluated will submit a position description and self-evaluation of the position he/she occupies.
This pre-evaluation process will occur during the period that the committee is being constituted and given its evaluation charge by the evaluation coordinator.

4. All specific information and assessments collected and used in connection with these evaluations and all committee deliberations will be handled on a strictly confidential basis and not discussed outside committee meetings. The evaluation committee will assume a degree of commitment that assures the highest degree of confidentiality.

5. Any decision made or action taken as a result of these evaluations should be done only by the person or group to whom the administrator being evaluated reports. Such decisions should be made, however, only after appropriate consultation with others affected, including the members of the evaluating committee, and after full discussion with the administrator whose individual performance and office have been evaluated. (For example, only the President is authorized to make such decisions about the Provost and the Vice Presidents and only the Provost and the respective Vice Presidents may make decisions and take action about persons reporting to them.) Once administrative action has been taken on a committee report, the responsible administrator will forward a summary of his actions to the President of the Faculty Senate. Depending upon the final action taken by the appropriate supervisor to whom the person being evaluated reports, a follow-up report in certain areas of performance may be required.

6. Each evaluation should be designed and carried out in a manner most appropriate for the
particular position being evaluated. Since the various positions and persons holding them are so different, they should not all be subjected to a single evaluation instrument. For this reason, no specific evaluation instrument is recommended. However, a questionnaire or similar instrument, which requires a written response, is recommended. In some cases, detailed checklists related to the duties and responsibilities of the office and person being evaluated might be used; in others, those responsible for planning and carrying out a particular evaluation may feel that open-ended questions would best suit the purpose. In many situations interviews or use of outside consultants may be considered. In spite of the need for flexibility, the Ad Hoc Committee on Evaluation strongly urges that all evaluations of UNM administrators should be guided by a few basic principles, some of the more important of which are listed below:

6. This recommended process of formal evaluation of administrators and the offices for which they are responsible should begin no later than the early fall of 1982, and in order to demonstrate that definite progress is being made, at least four evaluations should be completed during the 1982-83 academic year.

7. Each evaluation should be designed and carried out in a manner most appropriate for the particular position being evaluated. Since the various positions and persons holding them are so different, they should not all be subjected to a single evaluation instrument. For this reason, no specific evaluation instrument is recommended by the Ad Hoc Committee on Evaluation. However, a questionnaire or similar instrument, which requires a written response, is recommended. In some cases, detailed checklists related to the duties and responsibilities of the office and person being evaluated might be used; in others, those responsible for planning and carrying out a particular evaluation may feel that open-ended questions would best suit the purpose. In many situations interviews or use of outside consultants may be considered. In spite of the need for flexibility, the Ad Hoc Committee strongly urges that all evaluations of UNM administrators should be guided by a few basic principles, some of the more important of which are listed below:

a. The person (and office) being evaluated should be made aware in advance that the evaluation will take place, what the purposes are, and what use will be made of its results;

b. The person (or group in the case of the Regents evaluating the President) initiating and coordinating the evaluation should, in consultation with the President of the Faculty Senate, assemble a committee made up of administrators and faculty members to assist with the evaluation. Faculty members on the appropriate state student, alumni, and community members should be included in the committee.

Depending upon the final action taken by the appropriate supervisor to whom the person being evaluated reports, a follow-up report in certain areas of performance may be required. Under no circumstances should any person or office being evaluated be considered immune from further evaluation until the next five year cycle occurs.
evaluation committees should be chosen by college faculties where the administrator in question is the college dean, with the Senate choosing two faculty from outside the college. The faculty members to be designated by the Faculty Senate will be determined by voting from a list of qualified and interested faculty. Suggestions for nominations should be solicited from relevant Senate Committees. Representation should be balanced in view of the position being evaluated, with a minimum faculty representation of one-third. The administrators should be selected by the person or group responsible for setting up and carrying out the evaluation. This person should also select the committee's chairperson, who could be either an administrator or a faculty member. The size of such a committee should be chosen for greatest efficiency (6-8 members) and its composition will vary, according to the position being evaluated.

c. The committee will 1) collect relevant information, 2) consider the general performance of the units reporting to the administrator being evaluated and 3) receive input from selected individuals and constituent groups (faculty/adjuncts/staff/student) most directly affected (see university organizational chart). All this information, along with the committee's recommendations, will be

b. The person (or group in the case of the Regents evaluating the President) initiating and coordinating the evaluation should, in consultation with the President of the Faculty Senate, assemble a committee made up of administrators and faculty members to assist with the evaluation. Faculty members on evaluation committees should be chosen by college faculties where the administrator in question is the college dean, with the Senate choosing one or two faculty from outside the college. The faculty members to be designated by the Faculty Senate should be appointed in the manner faculty members are assigned to regular Senate committees. Representation should be balanced in view of the the position being evaluated, with a minimum faculty representation of one-third. The administrators should be selected by the person or group responsible for setting up and carrying out the evaluation. This person should also select the committee's chairperson, who could be either an administrator or a faculty member. The size of such a committee should be chosen for greatest efficiency (6-8 members) and its composition will vary, according to the position being evaluated.

b. The person (or group in the case of the Regents evaluating the President) initiating and coordinating the evaluation should, in consultation with the President of the Faculty Senate, assemble a committee made up of administrators and faculty members to assist with the evaluation. Faculty members on evaluation committees should be chosen by college faculties where the administrator in question is the college dean, with the Senate choosing two faculty from outside the college. The faculty members to be designated by the Faculty Senate will be determined by voting from a list of qualified and interested faculty. Suggestions for nominations should be solicited from relevant Senate Committees. Representation should be balanced in view of the position being evaluated, with a minimum faculty representation of one-third. The administrators should be selected by the person or group responsible for setting up and carrying out the evaluation. This person should also select the committee's chairperson, who could be either an administrator or a faculty member. The size of such a committee should be chosen for greatest efficiency (6-8 members) and its composition will vary, according to the position being evaluated.

c. The committee will 1) collect relevant information, 2) consider the general performance of the units reporting to the administrator being evaluated and 3) receive input from selected individuals and constituent groups (faculty/staff/student) most directly affected (see university organizational chart). All this information, along with the committee's recommendations, will be
transmitted to the evaluation coordinator for subsequent action.

d. The question to which persons are asked to respond in connection with an evaluation should be related as closely as possible to the job functions and responsibilities of the particular administrative position under review.

e. The written report prepared by the chairperson should include a summary of the individual’s performance and specific recommendations for improvement, as well as a summary of the effectiveness of the office.

f. A five year schedule for administrative reviews will be constructed and annually updated by the Senate Operations Committee in consultation with the Faculty Senate and President of the University. The University Secretary will expedite the scheduling and implementation of the completed evaluations.

g. Evaluations of UNM administrators should be scheduled well in advance and carried out at times not directly connected with an emergency or crisis facing the persons and offices being evaluated.

h. As soon as feasible, some person in the central administration, perhaps the University Secretary, should be appointed (1) to help expedite the scheduling the implementation of the evaluations to be completed during the 1982-83 year, and (2) to keep records of evaluations completed and related actions taken during the next three years.
c. Beginning either in January, 1983 or no later than August, 1983, and continuing into the first semester of 1983-84, one administrator listed in each of the following four categories should be evaluated, in accordance with the guidelines set forth in this report.

<table>
<thead>
<tr>
<th>Category</th>
<th>Administrator to Evaluate</th>
<th>Person to Coordinate</th>
</tr>
</thead>
<tbody>
<tr>
<td>V.P.'s</td>
<td>Marvin Johnson</td>
<td>UNM President</td>
</tr>
<tr>
<td>Assoc. Prov</td>
<td>Joseph Scaletti</td>
<td>Provost Hull</td>
</tr>
<tr>
<td>Deans</td>
<td>Carmen Bliss</td>
<td>Assoc. Pr. Jones</td>
</tr>
<tr>
<td>Persn'l Dir</td>
<td>Phillip Alarid</td>
<td>V.P. Perovich</td>
</tr>
</tbody>
</table>

10. Finally, the Ad Hoc Committee recommends that additional evaluations of UNM administrators be scheduled and carried out as soon as feasible, such scheduling to be worked out cooperatively by the University President or his/her designee and appropriate representatives of the Faculty Senate. It is recommended that this additional scheduling be completed by December, 1982.

* As an example of the diversity and large number of constituent groups affected by one administrative position at UNM, see the attached list related to the office of the President. The list for other positions, would, of course, be different.
Evaluation of Administrators at UNM

To be Considered and Possibly Involved in the Evaluation:

**UNM Groups**

- Board of Regents
- Vice Presidents and Provost
- Deans and Directors
- Faculty
- Students
- Administrative Staff Reporting Directly to the President, including: Director, Affirmative Action Programs, Director, Intercollegiate Athletics, Director, Public Information, University Secretary, University Counsel

**Groups Outside the University**

- Governor of New Mexico
- New Mexico Legislature
- Board of Educational Finance
- Presidents of Other New Mexico Universities
- Presidents of Other State Universities in the Region
- Federal Government Officials
- Public School Officials in New Mexico, including the State Superintendent of Public Instruction
- UNM Alumni Association
- The News Media (Television, Radio, and Newspapers)
- Parents of UNM Students and Other Taxpayers in New Mexico
- Business and Industry, including the Greater Albuquerque Chamber of Commerce
UNM FACULTY SENATE

SUBJECT:
Membership for Faculty Senate Committees

REQUESTED ACTION:
Clarify membership on Faculty Senate Committees as those voting faculty who are full-time teaching faculty or department chairs.

BACKGROUND INFORMATION:
Recently several inquiries have been received regarding eligibility of deans, associate deans and assistant deans for membership on Faculty Senate Standing Committees. Since criteria for certain committees specify that deans and other administrative officers will be ex-officio members, the Senate Operations Committee believes it would be inappropriate to consider deans (including associate deans and assistant deans) as faculty eligible for committee membership.
SUBJECT:
English Writing Proficiency Requirements

REQUESTED ACTION:
Approval by Senate of revised policy statement.

BACKGROUND INFORMATION:
In its resolution on English writing proficiency, passed on December 14, 1982, the Faculty Senate also charged the Undergraduate Committee with responsibility for periodic review of the policy. The resolution passed at that time was:

The students of all undergraduate degree granting programs must demonstrate minimum competence in English writing by passing English 102 or attaining a suitable score on an authorized proficiency test, designed by each respective program in consultation with the English Department, prior to graduation. All undergraduate degree granting programs must present evidence of a minimum standard of proficiency in English writing for their students through the respective deans (or equivalents) to the Undergraduate Academic Affairs Committee. This policy shall be reviewed every two years by the UAAC.

The Undergraduate Committee has reviewed the present policy and practice. The Committee finds that there is a very wide range of requirements among the various colleges, schools and programs. The Undergraduate Committee believes that the University's policy should be uniformly administered throughout all programs. It has approved the attached proposed policy statement. The statement has been endorsed by the Admissions and Registration Committee and the Deans' Council. It is now presented to the Faculty Senate for enactment.

It is understood that enforcement of this policy will be the responsibility of all academic units and the Office of Admissions and Records. In particular, it will be the responsibility of the Office of Admissions and Records to work with the Department of English in assessing the equivalency of transfer courses. It is further understood that any students who passed English 102 with a grade of C or better prior to 1980 are considered to have met this minimum proficiency requirement.
Policy on English Writing Proficiency

Minimum proficiency in English writing, as required for baccalaureate degrees by action of the Faculty Senate, December 14, 1982, shall be demonstrated by:

1. Passing English 102 at UNM with a grade of C- or higher.

   or

2. Transferring acceptable credit from a regionally accredited institution for a second-semester English writing course equivalent to English 102.

   or

3. Scoring sufficiently high on the verbal part of accepted entrance examinations (25 ACT, 570 SAT).