


The University of New Mexico

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MEMORANDUM

TO: LAW FACULTY
FROM: ROBERT J. DESIDERIO, DEAN 
DATE: MARCH 2, 2000
SUBJECT: FACULTY MEETING

**Faculty Meeting Agenda
Monday, March 6, 2000
Dean's Conference Room
4:00 p.m.**

1. Approval of Minutes of February 28, 2000 Faculty Meeting
2. Dean's Report
3. Tribal Law Journal Report - Professor Marsha Baum
4. Curriculum Committee Report - Professor Leo Romero
5. Aaron Viets - Student Petition for Honors
6. New Business

RJD:mb

March 6, 2000

Faculty Meeting Minutes
School of Law
Dean's Conference Room, 4:00 p.m.

PRESENT: Baum, Bergman, Bobroff, Burr, Canova, Desiderio, DuMars, Fritz, Fort, Gill, Gonzales, Hughes, Land, Martinez, Mathewson, Montoya, Norwood, Occhialino, Romero, Taylor, Winograd, Wolf, Zuni Cruz

Student Representatives: Charles Lakins, Brian Davis

Others: Randy Ash, Lucille Beals, Bidtah Becker, Jason Hauter

ABSENT: Blumenfeld, Browde, Ellis, Lopez, MacPherson, Martin, Moore, Schwartz

Dean Robert Desiderio called the meeting to order at 4:15 p.m.

After proper motion and second, the minutes of the February 28, 2000 faculty meeting were approved as distributed.

Dean's Report:

Dean Desiderio reported that the UNM Frederick Douglas Moot Court Team, Frederick W. Gooding, Jr., Sharon Gooding, and Vince Ward, won the regional finals over the weekend in San Antonio and will go on to the national finals in Washington, D.C. The team is coached by Donovan Roberts.

The NALSA Moot Court Team will be competing in Hawaii next weekend.

Tribal Law Journal Report:

Professor Marsha Baum, Chair of the Tribal Law Journal Ad Hoc Committee, asked for discussion on the report previously distributed to the faculty (attached), and corrected Issue #3, Audio/Video Equipment, stating that to accomplish this in-house would cost \$6,000 for the purchase of a digital camera and other additional equipment. The Committee's recommendations were seconded by Professor José Martinez.

Professor Ted Occhialino asked if academic credit would be given for editorial staff work only. Professor Leo Romero reported that the Curriculum Committee has approved academic credit for all Tribal Journal staff, whether their work is editorial or technological.

Professor Occhialino noted that the optimal annual long-term budget is not up for approval at this time. Dean Desiderio confirmed that these figures will be under consideration later when there is money in the budget.

Dean Desiderio then called the question, and the motion to approve the Committee's recommendations carried unanimously.

Curriculum Committee Report:

Dean Desiderio distributed a document listing the policies by which faculty release time is granted (attached).

Professor Leo Romero, Chair of the Curriculum Committee, reported that the proposed curriculum was released to the students by e-mail last week and he has not received any feedback from the students.

Professor Romero reported that Family Law has been changed from a C-level course to a B-level course. He announced there will be a vacant position in SILC due to Professor Scott Taylor's plans for a one-year visit at Seton Hall next year.

Associate Dean Alfred Matthewson stated that there would be an adjustment to the curriculum now that the Tribal Law Journal has received approval to go forward.

Dean Desiderio called the question, and when voted on, the 2000 - 2001 curriculum and the two-year curriculum for 2000-2001 and 2001-2002 were approved by the faculty.

Professor Leo Romero distributed copies of the recommended continuation of and amendment to the Second Externship Policy (attached). It was the consensus of the faculty that the phrase highlighted in bold under "A" should stay in the text and the last sentence (also highlighted in bold) should be removed. "Virtual" meetings between the student and faculty supervisor will count for the three required meetings.

Professor Dick Gonzales moved to amend the motion to bring in the rule that a student cannot repeat an externship.

Professor Ted Occhialino moved to allow the policy to sunset at the end of Spring Semester 2003. The motion was seconded by Professor Margaret Montoya. When voted on, this motion failed, with eight votes for and eleven against.

Dean Desiderio then called the motion to approve the continuation of the Second Externship Policy as amended. When voted on, the motion carried.

Student Petition for Honors:

Dean Desiderio gave a brief history of the present academic honors policy, which states that a student must complete a minimum of 60 graded course hours at the UNM School of Law to be eligible. A student may receive "special recognition for outstanding academic performance" at the discretion of the faculty. Dean Desiderio also named other students who have been affected by this policy.

The faculty then discussed the request from Aaron Viets to award him *cum laude* honors at the faculty's discretion. Associate Dean Peter A. Winograd stated that, under the current policy, the faculty does not have discretion to award academic honors if the student falls below 60 hours.

Professor Dick Gonzales moved to deny the Viets request for *cum laude* honors. The motion was seconded by Professor Leo Romero, and, when voted on, the motion carried.

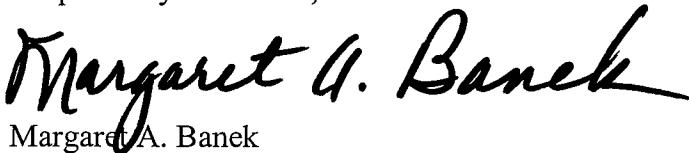
Associate Dean Peter A. Winograd moved to award Aaron Viets a "special recognition for outstanding academic performance" notation on his transcript. The motion was seconded by Professor Margaret Montoya, and when voted on, the motion carried.

Associate Dean Winograd recommended that as a matter of regular procedure the administration should review the ranked list to decide if there are any students who merit this "special recognition" notation. Dean Desiderio reported that there are no students in the Class of 2000 who fall into this category.

Dean Desiderio announced that the Faculty Retreat will be held the weekend of September 22-24, 2000 instead of September 15-17, 2000 as announced previously.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,


Margaret A. Banek

:mb

Attachments

REPORT OF THE TRIBAL LAW JOURNAL AD HOC COMMITTEE
February 16, 2000

The Tribal Law Journal Ad Hoc Committee was charged with identifying and proposing solutions to the issues related to the establishment of the Tribal Law Journal. In preparing this report for the Dean, the Committee members gathered information on the issues of staffing, technology, finances, and policy concerns. The entire Committee met five times to discuss the information gathered and the proposals offered by the students working on development of the Tribal Law Journal. The Committee presents the following listing of issues and recommendations for the Law Faculty's consideration.

COMMITTEE RECOMMENDATIONS

1. The Tribal Law Journal will begin as a text and graphic web site and will only add other features such as message boards and multimedia elements when adequate staff and technological support is available from the Law School or is provided under grant funding.

While the vision for the Tribal Law Journal includes presentation of audio and video interviews and interactive web pages and features for subscriber input, the Tribal Law Journal will be established in phases.

Phase I - Presentation of internally developed content such as tribal profiles

Inaugural Issue for Spring 2000

Phase II - Solicitation of articles and continued development and presentation of internally developed content

Volume 2 (3 issues) in 2000/2001 academic year

Phase III - Development of message board feature

Not before 2001/2002

Phase IV - Presentation of segments of audio portions of interviews

Not before 2001/2002

Dependent until adequate staffing and technological support

Phase V - Presentation of segments of video interviews

Not before 2001/2002

Dependent upon adequate server storage and staffing support and upon adequacy of bandwidth

2. The Law School will support the computing and space needs of the Tribal Law Journal by locating work space with network connectivity and phone access and by providing networked computer hardware and necessary software such as FrontPage for web page creation. The Law School will support the administrative needs of the Tribal Law Journal by providing at least 1/3 of the time of a current Law School staff member, as well as funding for supplies, reprints, phones, and postage. Proposed budget figures are attached.

3. The Law School will provide funding for a graphic artist to design the web site as outlined in the attached budget figures.
4. The editor-in-chief of the Tribal Law Journal will be a full-time, tenure-track member of the Law Faculty and will receive teaching credit.
5. Academic credit will be awarded according to the plan submitted by the Tribal Law Journal staff as approved by the Curriculum Committee (copy attached). The grades will be pass/fail. Credit for work on the Tribal Law Journal will begin in Fall 2000.
6. The editorial board of the Tribal Law Journal will develop bylaws and editorial policies consistent with the goals of maintaining the Law School's reputation and credibility with the tribes. Policies will cover permissions and releases for taped materials, copyright and privacy issues, and maintenance and updating of the web site in a timely manner, as well as policies concerning quality of articles and profiles accepted for web publication.
7. Appropriate steps should be taken to ensure that the editorial staff of the Tribal Law Journal is trained and gains editorial experience and that a system of continuing training on web page design and maintenance is developed.
8. Release forms will be approved by University Legal Counsel's Office before use.
9. Archival copies of the materials, both text and media, will be deposited in the Law Library.

ISSUE DISCUSSION

1. Staffing Concerns

The Tribal Law Journal will require consistent student staffing, administrative support, and technological support throughout the year. Student staffing is needed to perform the essential editorial functions of the Journal. In addition, students are needed who are knowledgeable about web design and site maintenance to prepare materials for inclusion on the web site and to develop new features for the web site over time. Administrative support is needed to perform basic office functions and to handle correspondence and communications with authors and readers. Technological support is needed for development of the web site, for maintenance and updating of the web site, and for server maintenance and upgrades.

Current staffing commitments will allow the Journal to begin its work on a text version of the Journal with limited graphics. Additional staffing and support will be needed as features are added to the web site, particularly the addition of the proposed message board and the audio and video components. To fulfill the vision of the Tribal Law Journal as a multimedia presentation of tribal law articles and materials on the web, a full-time staff person will be needed. This full-time staff person must be capable of providing the support for web design and site maintenance as well as providing administrative support.

The current staffing commitments include students, library staff, and CaTS hardware support. A possibility exists for an assignment of one-third of an existing Law School staff person's time for administrative support. Students have committed to 130 hours per month for editorial work with an additional 20 hours per month for web site maintenance. The student staff of the journal will need training in editorial work and in HTML to prepare materials for presentation on the web site. The Committee discussed the value of having the student staff trained by an experienced student from another journal and of having the managing editor or another student from the TLJ attend the law review conference to be held in March 2000. The Law Library has offered 20-25 hours per month of staff time for creation and maintenance of links in support of the research component of the Journal. CaTS is committed to providing the hardware and software resources needed by the Journal staff.

2. Web Site Design

The Law School does not currently have a graphic artist on staff to design professional quality web pages. The Committee discussed the need to hire a consultant for the creation of the web site and search engine. To prepare for a consultant, the students drafted a satisfactory outline of the essential pages and features needed for the site design. The students will develop a graphic design for the web site which will be

finalized by the web consultant. The initial plans for the web design can be supported by the Law School's new web server (to be purchased).

Phases three through five of the web site will require additional hardware and staffing support. IPL and University Multimedia Services were investigated as options for the audio and video support. IPL's multimedia server would be able to meet the needs of the Journal when that phase is reached. The message board feature will require staffing for maintenance; the students will not move forward with this feature until either student or administrative staffing is available to respond quickly to messages and to maintain the service adequately.

The web site will require evaluation and possible revision of the design at least annually. The Committee suggested that this evaluation be done by each new editorial board. Revisions will require the time of a trained web designer, either a staff position or a consultant.

3. Audio/Video Equipment

The unique feature of this journal, the taped interviews, can be supported with current Law School equipment and staff. The current equipment is sufficient for taping, editing and digitizing interviews for the web site.

4. Space

According to the Dean, the Law School will locate space for the Journal staff and equipment, probably in the existing journal office. The space designation may change following the renovation.

5. Academic Credit

The student proposal and position descriptions were adopted by the Committee and forwarded to the Curriculum Committee. The proposal as adopted by the Curriculum Committee is attached.

The Indian Law Certificate Committee should consider possible changes in the certificate requirements in light of the new Tribal Law Journal.

6. Faculty Involvement

The students proposed use of the NRJ model with the faculty member serving as editor-in-chief. The Committee adopted this proposal with the understanding that the faculty member would teach a course related to the journal, would read and approve all content for the web site, and would actively solicit articles.

7. Selection of Student Members

The Committee determined that selection policy would be decided by the student editorial board.

8. Funding Issues

The Committee considered all funding issues, including equipment and staffing. While the Law School can not afford to provide a dedicated staff position at this time, the Committee determined that the first two phases of the TLJ could be started with existing staffing if there were a commitment from the Law School for the start-up costs identified in the attached budget. The Committee agreed that the Journal will require a staff position before moving into the later phases of audio and video.

Since the Journal will generate no subscription revenues, operating expenses and staffing will need to be funded by the Law School or from external sources such as grants. While grant sources were not identified, it is likely that funding can be obtained for this project from the tribes or from the government. Grant sources may offer an option for funding a staff position and supporting other operating costs of the Journal and will be explored with the Law School Development Officer when one is hired.

9. Editorial Policies

The Committee determined that editorial policies should be left to the student staff of the Journal in consultation with the editor-in-chief.

10. Relationship with American Indian Law Center

The editorial staff of the Journal will explore an appropriate relationship with the American Indian Law Center.

RECOMMENDED START-UP BUDGET

Equipment

2 networkable PCs - recycled PCs available from CaTS	0 350
Software - existing licenses	0
Port activation	145
Registration of TLJ URL -- biennial charge	150
Web site and graphic design - consultant	5000
Administrative support	
1/3 time of existing Law School staff position	0
Law review conference attendance	1000
Training on FrontPage software	
Participate in training budgeted by CaTS	0
Registration with search engines	150

TOTAL

~~6445~~
6795

FIRST YEAR BUDGET (BEYOND START-UP)

Supplies, phone, postage	3000
Web consultant for maintenance/updating	5000
Travel	1000
Reprints/covers with printouts for authors (est. \$100/author)	500

TOTAL

9500
~~9500~~
\$

From: "Dean, Cyndi" <DEAN@law.unm.edu>
To: "Desi (E-mail)" <desiderior>
Cc: "Becker, Bidtah" <BECKERBI@law.unm.edu>, "Zuni, Christine" <ZUNICH@law.unm.edu>, "Mathewson, Alfred" <MATHEWSON@law.unm.edu>, "Norwood, Michael" <NORWOOD@law.unm.edu>, "Romero, Leo" <ROMERO@law.unm.edu>, "Hauter, Jason" <HAUTERJA@law.unm.edu>, "Ash, Randolph" <ASHRA@law.unm.edu>, "Baum, Marsha" <baum@law.unm.edu>
Subject: TLJ Budget correction
Date: Fri, 18 Feb 2000 10:52:33 -0700
X-Mailer: Internet Mail Service (5.5.2650.21)

Desi,

I believe Marsha gave you the completed committee report on the Tribal Law Journal. Part of the report states CaTS can supply recycled PCs at no charge for the students use during start-up. I found out yesterday afternoon that although we have two PCs they can use, the memory was removed from them and will need to be replaced. I tried to get this information to Marsha but she was tied up all afternoon.

Therefore, I'd like to amend the financial information section, specifically the 'recommended start-up budget'. The Equipment (recycled PCs) is currently \$0. It should be \$350 for memory for the computers, bringing the total startup budget to \$6,795 from it's original \$6,445.

Sorry for the last minute change.

Cyndi

OPTIMAL FIRST YEAR BUDGET (BEYOND START-UP)

Supplies, phone, postage	3000
Web consultant for maintenance/updating	5000
Work study student for HTML support	7000
Equipment - new high end PC for graphics work	2500
Travel	1000
Reprints/covers with printouts for authors	500
TOTAL	19000

OPTIMAL ANNUAL LONG-TERM BUDGET

Supplies, phone, postage	3000
Full-time staff position with web expertise (exc. fringes)	40000
Equipment and software upgrades	5000
URL registration - biennial	150
Audio/video supplies and equipment	2500
Reprints/covers with printouts for authors	1000
Training on HTML for Journal student staff	100
TOTAL	51750

TO: Tribal Law Journal Committee
FR: Tribal Law Journal Staff
DT: February 9, 2000
RE: Proposal for Journal Credit

We are requesting the following credit be assigned:

Managing editor (2 credits / semester)

The managing editor is the highest student position on the journal. The managing editor will oversee the production of all journal pieces, including written, audio, and video pieces. The managing editor supervises cite-checking and proofreading assignments and assures that there are no typographical or similar errors before items are submitted to the journal. The managing editor will also review audio and oral pieces for accuracy and completeness before they are submitted to the journal. The managing editor will work closely with the Editor in Chief in assuring timely publication of the journal, efficient staff production, and general staff contentedness.

Lead Articles editors (2 credits / semester)

Lead Articles editors oversee the writing and editing of all non-student written works. Lead Articles editors will work closely with the Editor in Chief in reviewing all unsolicited manuscripts submitted for possible publication. The Lead Articles Editors supervise the development of articles selected for publication and edit the manuscripts and will work closely with selected authors. Lead Articles editors will assign work to the student staff as necessary.

Student Articles editor (2 credits / semester)

The Student Articles editor oversees the writing and editing of all student-written works. The Student Articles editor, in conjunction with the Editor in Chief, approves the cases (casenotes) or topics (comments) chosen by the student authors. The Student Articles editor will assign work to the student staff as necessary.

Web editor (2 credits / semester)

The Web editor is the point person on the mechanics and maintenance of the website and will work closely with the Editor in Chief and the technology consultant [staff member]. The Web editor will screen all messages that are submitted for the journal's message board. The Web editor will oversee the editing of audio and video pieces. The Web editor will assign work to the student staff as necessary.

Student Staff (1 credit / semester)

The Support Staff will cite check, input data into the website, edit interviews and help with administrative duties. Each staff member will write one casenote or comment and a tribal profile per academic year.

Recruitment coordinator (1 credit / semester)

The Recruitment coordinator will work closely with the Editor in Chief (faculty member) in developing and nurturing our Indian Country contacts. The Recruitment Coordinator will work closely with the staff person assigned to secretarial help in maintaining current databases on tribal contacts and encouraging indigenous peoples to produce works for the journal.

CURRICULUM COMMITTEE: Journal staff - 1 credit per semester; Journal editors - 2 credits per semester; Maximum of 6 credits for Journal activities.

FACULTY RELEASE TIME

	<u>Semester</u>	<u>Year</u>	<u>Number of Courses</u>
Kip Bobroff (1)	1	1997-1998	1
Tim Canova (1)	2	1998-1999	1
Em Hall (2),(3)	1	2000-2001	2
Nathalie Martin (1)	2	1998-1999	1
Jenny Moore (1),(3)	1	2000-2001	1
Scott Hughes (1)	1	1999-2000	1
April Land (2)	1	2000-2001	2
Sheryl Wolf (3)	1	2000-2001	1

The principles on which release time has been granted are:

1. Beginning in the 1997-98 academic year, new faculty have been given release time during their first year at this law school upon request. However, it may be better for non-tenure track faculty to receive release time during their midterm or tenure year. Jenny Moore is receiving hers during her tenure year.
2. Release time is given to faculty for curricular needs; for example, a faculty member may take an overload in one semester and take release time during another semester. Also, faculty who teach in clinic during the summer have an option of taking release time for a semester following two consecutive terms of clinic.
3. Faculty may be given release time in a semester to complete a major project.

With respect to the faculty who have received release time, many of the faculty have been granted release time for more than one of these principles. Also, the impact on curriculum as a result of release time has been minimal.

Continuation & Amendment to the Second Externship Policy

ADDITIONAL ACADEMIC REGULATIONS

Limitations on Repetition of Clinical Courses (p. 21-22)

Clinical Externships

Exception: Students who have already taken one externship will be allowed to take up to three (3) additional hours of credit for an approved externship if they:

- A. Secure a full-time faculty member willing to actively supervise the proposed externship; **such supervision shall include at least three (3) meetings between the student and faculty supervisor scheduled regularly through out the semester.**
- B. Submit a proposal for the externship to the Associate Dean for Academic Affairs and are granted an exception to the current policy (The proposal should (1) identify the externship; (2) explain the reasons for the additional externship and demonstrates its educational benefit; (3) describe the expected academic written work product, and (4) identify the faculty advisor.
- B. Produce, as a result of the externship, an academic written work product which will satisfy the supervising faculty member and guarantee an academic component.

A student may not take a second externship during his/her semester of clinical practice or in the same semester as the first externship. The Student Practice Rules applies to all externships. The Clinic Director will be available to consult throughout the program. The student's externship supervisor should meet with the student at the beginning of the semester and is responsible for collecting the externship paper at the end of the semester. If requested by the student, the externship paper may be judged as to whether or not it meets the standards to fulfill the writing requirement.

The second externship should be an ADR, Judicial or Law Practice externship approved by the Clinic Director, and, except as provided by the policy above, all rules governing externships continue to apply. **This exception will expire at the end of Spring Semester 2000.**