



Faculty Assembly Meeting Approved Minutes
Wednesday, March 25, 2020 (1:30 – 3:00 PM)
Zoom Meeting URL: <https://unm.zoom.us/j/414697641>

23 attendees (quorum)

In Attendance:

Jerry Godbout	Julia So	Scott Kamen
Justin Bendell	Alexa Wheeler	Greg Barnett
Stephen Takach	Heather Wood	Kevin Hobbs
Laura Musselwhite	Kat Gullahorn	Patricia Gillikin
Cheryl Bryan	Elaine Clark	Alice Letteney
Soledad Garcia-King	Benjamin Flicker	James Farslow
Alice Lawson	Victor French	Melanie Sanchez-Dinwiddie
Andisheh Dadashi	Ana June	



1. Call to Order (1 minute)
2. Acceptance of Agenda (1 minute)
 - Motioned = Justin
 - Seconded = Elaine
3. Approval of Minutes (1 minute)
 - Motioned = Justin
 - Seconded = Cheryl
4. Chancellor's Report – Alice Letteney (10 minutes)
 - Concerned about “easing grades” due to virus
 - Especially concerned about dual credit students
5. Questions for Chancellor Letteney (10 minutes)
 - Cheryl says she will send some
 - Elaine asks about students in face-to-face classes who do not have access to internet at all, and have no way of completing their course.
 - There is wifi in the parking lot, and to use it you should be as close as you can to the Business and Technology building.
 - Possible to arrange for a student to come in and pick up a laptop.
 - Soledad says they have new laptops for the TLC that they can use as well, in case the current ones for loaning run out.
 - Elaine asks if students will be able to come to campus parking lot, given the recent warning that went out
 - Alice mentions that most students probably have some means to access resources, although it might only be a smartphone.
 - Soledad mentions the idea of getting hotspots for students who cannot get reliable internet access. She is going to reach out to San Juan to see how they are handling this, because she knows they have checked out hotspots in the past.
 - Cheryl asks if admissions are up at UNM-VC like they are at main campus (up 11%)
 - Cheryl asks if classes going from in-person to online are being tracked. Answer is yes.
 - Cheryl asks about compensation for full-time faculty to modify materials for online teaching. Alice refers this to Laura's report later.
 - Alexa asks about her darkroom photography class. Since it's difficult to do that class online. Alice refers this question to Laura for her report.
 - Julia asks about a commencement message, and postponing graduation. Alice is planning to stay in sync with main to see what they are going to do.
6. Dean of Instruction Report – Laura Musselwhite (10 minutes)
 - Lara talks about all the different ways that people have tried to keep instruction going without in-person activities and facilities.
 - Says people are working on all sorts of contingency plans.



- And being as flexible as possible during all this
 - Soledad reminds everyone to contact her if you need assistance with moving things online
 - Laura addresses some grading concerns, but says we need to wait for the full picture to develop.
 - Cheryl asks if full-time faculty will be compensated for online transition like adjunct, but Laura says no, she has not heard that there will be.
 - Jerry asks about tenure-track people who haven't gotten tenure yet. Asks if there will be a pause on the tenure process. Laura says yes, there will be some kind of pause. If you are worried about what this might do to your tenure chances, you can take the option to postpone your tenure process for a year, but you will need to ask for that this year.
 - Stephen asks about early alert system and if it is still working, and Laura says yes, it is still being checked. Then he asks about in-person tests for online courses. Elaine talks about how the MECS division is going to handle not having in-person tests. Explains the students will take exams online, but will have to scan and send their work in for part of their grade. Also an honor statement for students to sign.
 - Soledad asks about what situation will be in the summer. Asks if we should plan ahead for a fully online summer. Laura says we have not made a firm decision on that, but says it would be safer to plan for that eventuality.
 - Elaine reminds people that just because it's online doesn't mean it has to be asynchronous. Can still meet at normal times in Zoom, but need to schedule online synchronous classes appropriately if you want to run them.
7. Treasurer's Report – Stephen Takach (1 minute)
- Money basket not available
 - Somewhere around \$30
 - \$433.84 in faculty fund
8. FAIT – Justin Bendell (5 minutes)
- Not the right meeting to push for anything in FAIT, so calling for a temporary delay until at least April, but maybe September.
9. Faculty Senate Amendment – Cheryl Bryan (10 minutes)
- Faculty senate resolution sent out a couple days ago
 - Use credit/no-credit in cases where normally a letter grade would be required
 - Main campus will add a note next to spring 2020 semester explaining the credit changes
 - Designed to protect students whose classes changed dramatically during the pandemic
 - Options to make things easier for instructors who get sick and aren't able to grade in the normal fashion



- Laura mentions to speak to financial aid first before giving a whole class credit/no-credit

10. Discussion of Online Voting Method for Future Meetings – Jerry (30 minutes)

- Secretary will collect nominations for faculty executive committee positions
- Ballot will open 9 AM April 13, closes April 15 at 3 PM
- If no one is nominated we can have open call at the April meeting
- Votes will be anonymous
- Jerry asks if anyone wants to be the election monitor. Silence.
- Maybe we will just use zoom chat and show of hands to vote

11. Faculty Handbook – Elaine Clark (10 minutes)

- Discussion / looking at documents for online teaching, Quality Matters.
- Description of the faculty online teaching and review committee
- Take out the specific naming of Quality Matters rubric, since it is not a sustainable model for us
- Needs to be approved by the faculty and the assembly
- Plan to use Online learning consortium
- Had hybrid, but decided to focus on the fully online classes
- Second document: Changed the wording on the web enhanced courses and took out the QM stuff
- Make distinction between distance learning and correspondence courses.
- Talks about process for compensating people for creating online classes, and how control of this process should transition back to division chairs to make it less sporadic. If someone is being paid for making a course, it should be a master course that others will be able to use afterwards.
- Peer review workshops for online teachers, instead of committees
- Wants division chairs to be aware of how people are doing in online courses.

12. New Business / Announcements

- Stephen says bootcamps that he spoke about last meeting are still happening virtually
- Video competition for students

13. Adjournment (2:37 PM)

14. Future Meeting Date

- April 15, 2020