



**Faculty Assembly Meeting Approved Minutes**  
**Friday, March 12, 2020 (1:00 – 2:30 PM)**  
**Zoom Meeting URL:** <https://unm.zoom.us/j/414697641>

32 attendees (quorum)

**In Attendance:**

Jerry Godbout	Julia So	Scott Kamen
Justin Bendell	Alexa Wheeler	Greg Barnett
Ana June	Heather Wood	Patricia Gillikin
Laura Musselwhite	Sarah Heyward	Barbara Lovato
Cheryl Bryan	Elaine Clark	Victor French
Andisheh Dadashi	Benjamin Flicker	Alice Chouinard
Kat Gullahorn	Alice Letteney	Nancy Engler
Teresa Goodhue	Juliette Cunico	Ariel Ramirez
Tammi Duncan	Precious Andrew	Angel Kitcheyan
Andy Taylor	Melanie Sanchez-Dinwiddie	Ian Burch
Joe Poole, Jr.	Piotr Filipczak	



1. Call to Order (1 minute)
  - Meeting commenced at 1:03
2. Acceptance of Agenda (1 minute)
  - Motioned = Ariel Ramirez
  - Seconded = Andy Taylor
3. Approval of Minutes (1 minute)
  - Motioned = Cheryl Bryan
  - Seconded = Elaine Clark
4. Chancellor's Report – Alice Letteney (10 minutes) (15)
  - For the second year in a row, we have a student being honored by Phi Beta Kappa. Last year we had two students, who were the two top students in the state. This time, Elizabeth Ramsell is working on the Title III grant as a student ambassador. She gets a \$1250 scholarship.
  - The legislature. The governor's opportunity scholarship is going to be heard this afternoon. There's been negotiation. We were told that maybe our 1.5% COLA will be taken away, but that is not happening, as far as we know. They have agreed to another \$11 million (still in progress), possibly \$16 million scholarship, which probably is going to include 4-year colleges too. There is only a week and a day left for the legislative session. Our campus would have lost about \$11,000, but Patty Lindstrom ordered that any two-year colleges that have deficits harmless. Our 1.5% COLA remains intact. Not anticipating any increases in our health insurances. We are going to have to report more to the legislature. There was another bill that would have created a higher education coordinating council, which would have added another layer of bureaucracy, but it looks like that bill is going to die.
  - We do bad on a measure that looks at the performance only of students taking 15 or more credit hours. Trying to reduce the importance of this measure because it seems unimportant.
  - Hoping we will actually be able to travel as we move on to the fall semester.
5. Dean of Instruction Report – Laura Musselwhite (10 minutes) (10)
  - Will be pouring concrete by the end of this month on Valencia campus.
  - Renovation to A101 has had more elements added. Will be wrapped up hopefully by end of Spring semester.
  - Last time we talked, we said everybody should be able to choose their modality and be safe and comfortable. A lot more people who did not want to come back and teach in person, than was anticipated. About 38% of classes are scheduled to be face to face, but were hoping for 50%. Been hearing a lot that the students want to come back to in person classes. Have asked the Chairs to go back, and ask more teachers if they might be willing to teach in person. The main concern is that students might not have the option of attending their classes in person, even though they want to.
  - Summers is still in large part, online, as was planned.



- Class sizes anticipated to be reduced until Spring 2022, at least.
  - Will be requiring teachers to complete online training before teaching online classes, starting Spring 2022. CNM training will no longer be accepted instead.
  - Melanie asks about percentages regarding class sizes. Laura says the caps we are using now are very small, and might need to be increased a little bit, but not all the way up to our previous levels. Laura mentions they were using an “eight feet apart model”, but that may be adjusted. Jerry points out that, zoom or not, a lot of us have gathered a lot of video files over the last year or so.
6. Treasurer’s Report – Cheryl Bryan (1 minute)
- The same as before, no money has been spent. We have \$495. Elaine has a proposition on how the money can be spent. Elaine mentions that the cloud recordings in Zoom will be deleted automatically soon. She proposes reimbursing faculty to buy 1TB flash drives so they can save their zoom cloud recordings on their own hard drive.
  - Elaine Clark makes a motion to use the funds to let faculty (especially adjunct faculty) the opportunity to use this money to buy hard drives to save class video files.
    - Justin Bendell seconds the motion.
    - The motion passes unanimously; none are opposed.
  - Cheryl asks if the money “rolls over”, but the answer is no, we lose it if we don’t spend it by July 1<sup>st</sup>.
7. Standing Committee Reports
- a. Adjunct Faculty – Juliette Cunico (2 minutes) (7)
- Met on March 2. Two issues were discussed.
    - Social security deduction error in paychecks. What happened is that the payroll department messed up the deductions. There is no remedy available now except that, if your FTE changes, it’s important to monitor that closely, because sometimes the system cannot keep up. Keep an eye on your pay stubs, look very carefully at them and always keep in contact with payroll about it. This issue has to do with adjuncts only.
    - The second issue is intellectual property protection. The intellectual property policy is inherited from ABQ campus. Juliette believes whatever policy we have regarding intellectual property needs to be incredibly specific, so that it protects “creators” in a large variety of cases. Elaine Clark comments that in the context of the online teaching committee, this issue came up when they were discussing making master courses or archiving courses for future use. It would be nice to clarify how much material is uniquely yours, even if you are using a template from a “master course”. Juliette says she is happy to send the links to the initial pertinent information related to this issue.



- b. Conflict Resolution – Cheryl Bryan (5 minutes) (5)
- Suggested changes to the handbook. Formed a coalition with branch campuses, so that if there is a conflict that moves to mediation, it's not ethical for us to mediate ourselves within our campus. The argument is that the mediation should be someone separate from our campus, perhaps someone from another campus. Mediators would need to be certified at ABQ campus.
  - Elaine asks if the text that was sent as an email, and requests that it be sent as an editable document instead. Nancy Engler says it was sent as a docx with changes shown in a different color.
  - At the April meeting, they will have a guest speaker giving a presentation on personalities. Cheryl welcomes everybody to come to that, after Justin's presentation.
  - Julia asks how many faculty members have gone through the OMBUDS mediation training at ABQ campus. Cheryl doesn't know, but Laura is looking it up. Apparently, the information is on the main UNM website. Laura lists those on our campus who have done the training.
- c. Cultural Enrichment – Laura Musselwhite (2 minutes)
- Nothing to report.
- d. Curriculum – Laura Musselwhite (2 minutes) (1)
- Had a meeting Wednesday. Did a program review of the Automotive Technology Certificate. Once the rubrics filled out by committee members are collected, the summary will be put together.
  - Two more program reviews to come.
  - Elaine and Laura will give a presentation in April regarding the proposed Associate of Applied Science program in computer science.
- e. Faculty Communications – Heather Wood (2 minutes) (1)
- Fulfilled their mission this year. Updated the faculty website with all of the current documents, and upgraded the listserv. If you need anything else updated on the website this year, there is a deadline of April 15 for any remaining website updates that might be requested.
  - Julia asks about uploading the incomplete form, and Heather agrees to accept that late (after April 15), whenever it is approved.
- f. Faculty Handbook – Nancy Engler (15 minutes) (25)
- Proposed updates to the handbook submitted by



- Julia So: Additional language for the faculty rights and responsibilities. Information about faculty sabbaticals, and the links on ABQ campus website.
  - Cheryl Bryan: Faculty conflict resolution document. Update states that no mediator from UNM-Valencia shall serve as a mediator to a dispute arising between two people at UNM-Valencia. Elaine says she downloaded it and enabled editing, and then the document was easier to understand, and contained all of the changes.
  - Laura Musselwhite: Clarifies how many and what kind of committees the faculty members must serve on. It was discovered that this information is not written anywhere in the handbook yet. Also, acting on an ABQ campus committee will count as one of your two committee requirements.
  - Discussion of the “Incomplete Form” which specifies an agreement between teacher and student in the event of an Incomplete grade. The form should be available to instructors, and Julia has proposed that we put a section in the handbook that makes this formal and puts the existence of this form in our handbook. In the main handbook, there is no description of how to file this form once it is completed, so now it simply serves as an organization tool that clearly describes what the student must complete to nullify their Incomplete grade. For ABQ campus faculty, they don’t have a form for this purpose, Julia So says. For Valencia, there is a history behind this, because faculty in the past have given Incomplete grades to students, and then either not followed through, or have left the campus entirely. Together with Scott Kamen, Julia is making a fillable version of the form as well. Juliette Cunico mentions that when she saw the form, she discovered that such forms do exist at ABQ campus, but they are different depending on which department you check. Believes the form is a good idea, but is a bit concerned about whether this is going to be required for each instructor who assigns an Incomplete grade. Cheryl asks, if this is going to be a policy, then will instructors be required to submit the form to their chair and the academic affairs office, and the answer is yes. Julia points out that the purpose of the form is to provide transparency and clarity in the event that an Incomplete grade is assigned.
  - We will vote on the handbook changes at the April meeting.
- g. Faculty Online Teaching and Review – Alexa Wheeler (5 minutes) (5)
- New regulations coming out from the department of education about what regular and substantive interaction is in classes. They take effect in July 2021. They defined what regular and substantive means in much

clearer terms. It is in the newsletter in the form of a few slides, where they break it apart and look at the details. The definition of regular is that it takes place on a predictable and scheduled basis. Substantive, 2 of 5 options, which are all listed. In order for us to have accreditation through the department of education, our classes need to meet the requirements laid out in these new definitions. Soledad says they are putting together (with Gallup) a workshop on this topic later this month. Elaine mentions there was an email that went out about this. There was a proposal to add a training to Learning Central on this topic.

- h. Faculty Professional Development – Scott Kamen (2 minutes) (2)
    - Faculty have been requesting professional development funds for a wider variety of activities, due to the pandemic keeping people from traveling.
    - The language on the form is geared towards going to a conference, since that was primarily what it was used for in the past, but the committee is discussing whether they should change that language on the form to be more general.
  - i. Faculty Program Development – Benjamin Flicker (2 minutes)
    - Working on a survey that will go out by the end of the semester regarding various programs.
  - j. Faculty Senate Representative – Alexa Wheeler (2 minutes)
    - Divestment in fossil fuel initiative was voted in.
    - There is a new branch campus faculty committee being built right now. Working on “the charge”.
- 8. New Business / Announcements**
- Possible items to include on our next Title III grant application – Elaine Clark (5 minutes) (2)
    - At the last meeting Alice Letteney had asked if anyone had ideas for what to include in our next Title III grant, and Elaine made a list of possible items. Full page so far. Types of things that we might want to get grant money for. Elaine offers to share that list, and people are interested.
  - Presentation of the six-year accomplishments of the Equity Inclusion Resource Group (EIRG) – Julia So, Angel Kitcheyan (5 minutes) (5)
    - Angel shares what the committee has done for the last six years, listing events and trainings, by year, from 2015 to present.
    - Over the last six years, the committee has organized at least 24 events.
  - FAIT – Justin Bendell (10 minutes) (15)
    - Vote on FEC Mentorship



- Last meeting FAIT asked the assembly to consider a mentorship program in which vice president becomes president, and after serving as president serves as a former president.
- Elaine says it will require a change to our constitution. Justin outlines the two-step process to address that.
- The point wasn't to anticipate every possible issue.
- There are several other institutions that already do this 1-1-1 idea for vice president – president – past president.
- Avoid re-inventing the wheel when you start working on the FEC, by getting valuable information from the past president.
- Elaine makes a motion that we add this mentorship program to consideration for the changes that will be made to the constitution, and will vote on the exact wording when the constitution is presented to us in the fall.
- Seconded by Juliette Cunico and others.
- Vote commences. Every vote is a yes.
- Introduce Standing Committee proposals
  - Re-envisioning of how we address standing committees and their reports.
  - Perhaps it might not be the most effective use of time to have all committees report at every meeting.
  - Most committees, rather than talking at every meeting, would speak once in the Fall, and once in the Spring, and they would hopefully have a lot more to say.
  - Lay down some facts about what these committees are supposed to be doing.
  - 1/3 of the committees would report at each meeting, instead of all of them.
  - Faculty senate representative would still present at each meeting, and faculty handbook committee has some alternate scheduling requirements, but the other committees could accommodate this new 1/3 schedule.
- Faculty Connections – Soledad Garcia-King (3 minutes) (2)
  - Letting everyone know we are coming up on our third faculty connection virtual conference this year. If you're interested in presenting at the virtual conference August 17, then send Soledad information on what



you are planning to present. Goal is to decide who will be presenting by the first week of May. Could be technology tips, pedagogy, and more.

○ There was an email sent out about this two weeks ago.

#### 9. Adjournment

- Meeting adjourned at 3:03