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**Faculty Assembly Meeting  
October 31, 2012  
1:30pm–3:00pm LRC 101C**

**In attendance:**

Rosa Auletta	Patricia Gillikin	Danizete Martinez
Angelica Boyle	Miriam Gustafson	Eva Rivera
Brenda Broers	Annette Hatch	Melanie Sanchez-Dinwiddie
Michael Ceschiat	Jami Huntsinger	LeAnn Weller
Cindy Chavez	Khaled Kassem	Alexa Wheeler
Elaine Clark	Barbara Lovato	Thomas Whittaker
Julie DePree	Najib Manea	Heather Wood

**1. Call to order: Elaine Clark called the meeting to order at 1:36pm.**

**2. Acceptance of agenda**

The following change was made:

- Bill Nevins would not be present to present the Adjunct Faculty Committee report.
  - Alexa Wheeler moved to accept the agenda as amended / LeAnn Weller seconded
  - Agenda was accepted as amended.

**3. Approval of minutes**

**4. The minutes published in the Newsletter were incorrect. Revised minutes were emailed to VFAC.**

- Michael Ceschiat moved to approve the revised minutes / Melanie Sanchez-Dinwiddie seconded.
- Minutes were approved.

**5. Executive Director's Report**

- Dr. Letteney attended a meeting of the CEOs of Higher Ed. Institutions in New Mexico had anticipated receiving a report from the Secretary of HED on the funding formula.

- The HED Secretary did not report on the funding formula but instead asked for input and talked about the process.
- The CEOs of the two-year institutions (independent, branches) also met.
- Bond B for Libraries and Bond C for Higher Education; both of which will benefit the VC will be on the ballot in November.
- November 14, 2012 will be a Luncheon meeting for old and new faculty and Student Services. The Complete College America (CCA) Report will be presented. The National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPED)s are not a good indicator for the VC; Scott Schermer will present numbers for the VC.
- Dr. Letteney also met with staff of the Legislative Finance Committee (LFC).
  - An increase in the contributions to the retirement system is expected for both employer and employee.
  - Hopefully legislature will cover employees' portion.
  - Overall, we hope to be funded at at least last year's numbers.
- The Executive Cabinet will meet on Monday.
- A \$53,000 payment to the UNM Foundation may be included in the 2.81% fee paid to UNM to govern us.
- November 28–29, 2012 is a Developmental Education Conference in Albuquerque
  - For Developmental education there is a national trend to limit one class per student.
  - Progress is being made on completion and transfer.

## 6. Dean of Instruction Report

- Spring 2012 has 318 courses, which is down from last Spring.
- There will be lockdown training on January 10, 2013.
- Assessment with TK20 is moving forward.
  - Valencia is the first branch campus to try this
  - Bugs are being worked out.
- Please RSVP to Dr. Sax if you will be attending the Completion lunch.
- Dr. Sax will call for intercession classes soon.
  - 12–15 contact hours are required per credit
  - Classes would start in December and finish in January during intercession

## 7. Treasurer's Report

Khaled reported that the budget balance is still the same, broken down as follows:

Material & Services	\$155
In-State Travel	\$240
Copying	\$100

## 8. Shared Governance

- Jami Huntsinger shared an article on Shared Governance from the Chronicle of Higher Education
- She will email the article to VFAC
- Jami informed the group that the idea of shared governance is one of the most misunderstood things in Academia.
- Senate is made up of representatives from each constituent group.
- Assembly is made up of anyone who would like to participate
- It comes down to who is sharing what with whom?
- Jami shared that participation in shared governance is a responsibility that everyone should take seriously. This includes participating in VC Faculty Assembly committees.

## 9. Committee Reports (some reports were left out of the Newsletter; John will send out an addenda)

- Program Assessment (Claudia Barreto) – No Report
- Communications (Alexa Wheeler) – Alexa demonstrated the website that has been created to replace the previous website. It contains News/Announcements, links to committees, FEC, Campus-wide committees, Newsletters. The Faculty Professional Development Stipend Request form is now online here.
- Faculty Senate (Danizete Martinez) – Dani reported that the Faculty Senate met last Tuesday. The President presented solvency measures for ERB. She reported that Failing grades (F) are considered completing a class and are funded. Withdrawals (W) are not considered completion and are not funded. ABQ Health Partners are no longer contracted with Lovelace and employees with Lovelace have until 11/8/12 to find new Lovelace providers.
- Faculty Handbook (Melanie Sanchez-Dinwiddie)
  - Under the section titled “Other Instructional Divisions and Academic Services”, sections G. Library and H. Teaching and Learning Center will be added to the Handbook
    - Patricia Gillikin made a motion to add these sections/ Eva Rivera seconded
    - Motion passed
  - Under Section R. Faculty Development and Wellness Opportunities: FWEC, every reference to FWEC was removed and changed to Wellness Center
    - Rosa Auletta made a motion to accept these changes/LeAnn Weller seconded
    - Motion passed
  - Procedures
    - Not a living document; do we want it to be a living document?

- Policy from Main Campuses handbook to allow revision at any time.
  - Conflict Resolution (Rosa Auletta)
- The committee should not be handling grievances
- In section P. Faculty Academic Freedom Grievance Procedures, all references to grievances removed.
- New information on how conflict will be handled (matches wording from UNM Main)
- Process added
- Professional Development (Khaled Kassem)
  - This committee has met and has responded to everyone who has applied.
  - If the request met the Faculty Professional Development Committee guidelines of being related to the Individual's teaching area, it was funded.
  - There are still funds available (\$900–\$1,500)
  - Applications can still be filled out and turned in.
  - Questions:
    - Is there an appeal process? Appeals can be made to the FEC
    - Is a report required after the faculty attends the activity? Not sure, Khaled will find out and report back.
- Program Development (Heather Wood)
  - The committee met and discussed the FE/DI form and training for the FE/DI
  - 10-minute intro at Faculty Assembly meeting for teaching mentoring program
  - Tenure track demonstration of standards
  - Window for program development – completion luncheon
- Curriculum Committee (Najib Manea)
  - 3, A forms; 8 B forms; and 2 C forms were submitted for the Game Design Simulation Certificate and Degree
  - Forms need to be received at Main Campus by November 2, 2012
  - This program was interpreted as a Technical Program (not Academic)
  - Will only need to be approved by the Associate Provost for Curriculum

#### **10. President's Report:**

- Elaine attended a Mentoring conference and got some good information regarding supervisory mentoring and peer mentoring.
- Elaine has been appointed to the Chair's Council Committee that is looking at restructuring the divisions
  - This committee has met
  - Any feedback or recommendations should be given to Elaine to take to the committee

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## **11. New Business**

- Committees –
  - Current service is two years
  - Will require some staggering to get membership out of sync
  - Does there need to be specific wording for the handbook on how to handle new appointments?
  - Should this be part of the committee chair's duties?

## **12. Announcements**

- Newsletter errors
- Friday there will be a technical writing workshop in the STEM Center.
- Michael Ceschiat – FE/DI committee met
  - Will send out proposed changes in three separate sections
  - Will be piloting.
  - Will present and call for a vote at next Faculty Assembly meeting in November.
  - Should be able to use new form for next round.

## **13. Adjourn: 3:06 pm**

*Respectfully submitted, Barbara Lovato*