

**Faculty Assembly Minutes
Wednesday, Oct. 21, 2015**

Alice Letteney
Laura Musselwhite
Heather Wood
Tracy Terry
Alice Lawson
Melanie Sanchez-
Dinwiddie
Eva Rivera
Patricia Gillikin
Diana Johnston

Michael Brown
John Abrams
Claudia Barreto
Rosa Auleta
Miriam Chavez
Danizete Martinez
Marji Campbell
Mary Moser-Gautreaux
Teresa Goodhue
Sarah Garde

Annette Hatch
Julie Depree
Alfonso Heras Llanos
Khaled Kassem
Andrew Sanchez
Richard Guzman
Ben Flicker
Alexa Wheeler

1. Call to order (1:32 pm)

2. Acceptance of agenda

Motion to accept agenda – Melanie

Second – Michael

Motion passes

3. Approval of minutes from September 2015

Change ‘Gillikan’ to ‘Gillikin’

Motion to approve minutes – Melanie

Second – Michael

4. Executive Director Report - Alice Letteney

Mole Day and the Mad Hatter’s Tea were wonderful. We would like to have two seatings for the Mad Hatter Tea next year. We had a fashion show from Anew, a consignment shop in Belen.

We have a visit from the Science Foundation of Arizona tomorrow and Friday. Cindy Shue and I are going to Washington D.C. as part of a group of minority serving institutions (MSIs). We will meet with the funding agencies. This is the first time MSI community colleges have been invited.

We reviewed our funding today. We are anticipating flat funding levels if we are lucky. We are going to take care of the academic area as best we can. I think we are going to be okay.

We don’t know anything about health care yet. Since we didn’t have an increase last year, an increase this year is more probable.

5. Dean of Instruction Report - Laura Musselwhite

Shirley Aragon is replacing Laura in the Academics office.

I have three items to mention...

- 1) We have awarded a new Regents Professorship to Dr. Melzer. That makes three Regents Professors on the campus.
- 2) Chairs Council discussed that every fulltime faculty member will have to document any outside employment. Every semester you have a listing of what you teach, we will add to that form an additional statement about any work you are doing outside of your employment here.
- 3) Lecturer promotion – a main campus policy exists for promotion to senior lecturer and principle lecturer positions. We need to approve as a group what guidelines we would like to use in order to implement this main campus policy.

6. Safety Presentation – Andy Sanchez and Richard Guzman

[Richard] As a campus police department we are highly trained officers with several of us having over 20+ years of experience. Our primary purpose here is the safety of everyone on this campus. Our newer officers have to know our campus inside and out and they get tested on it regularly. We conduct active shooter training on campus regularly. We are fortunate on this campus that we are on site and this will minimize our response time to any event.

We walk the hallways and know the students. We get a sense for what is going on with the students. If we notice something out of the ordinary with a student, we might talk to their professors and watch the student more closely.

We are training our work-study students to answer phone calls, even regular phone calls, like it is an emergency. They will be asking for a location and a call back number and other details so that this becomes a reflex. If there is ever an emergency, those details are automatically obtained.

If you ever notice anything out of the ordinary, please call us and tell us. [925-8570]

Rosa – If a person calls that number and there is no answer, what happens?

Richard – We should have someone working the phone at all times. If someone is on the phone, call the main desk 925-8500.

Khaled – What if I am working late in my office in Academics, maybe after 8 pm? Sometimes I get locked into the building.

Richard – Call us and let us know you are around and we will keep the building unlocked.

Miriam – Our adjunct faculty and some early faculty have trouble getting in at odd hours because the buildings are locked.

Richard – In the morning we have trouble with maintenance. The buildings should be locked and alarmed at 10 pm and are opened at 7 am.

Staff, faculty, and students should not be parking in visitor parking. If visitor parking is open, visitors can park there for as long as necessary to take care of their business. If you have a pre-planned visitor, get a visitor parking permit from your department. If you have an event or meeting, let us know ahead of time and we will just ask the officers to not issue citations during that time.

Alice – Will you brief faculty about we do when there is an active shooter on the campus?

Andy – We did that once and it was very intense and we had negative feedback from that, but it has to be intense to be effective. Every situation is different. You can look up ‘run, hide, fight training’ for information from the FBI if you want more information.

Laura – Keep in mind we have several warning systems: texts, computer, and speaker systems.

Richard – Any time you have questions about safety, parking, anything at all, please give us a call and I will gladly sit down and discuss it.

7. Treasurer Report - Eva Rivera

We have \$491 in budget.

We have \$29 for snacks.

8. Committee Reports

a. Faculty Online Teaching —Elaine Clark & Danizete Martinez

We would like to get a vote on record to make this a standing committee.

Motion – Michael Brown

Second – Eva

On Oct 30th we have online training. Please RSVP. Food will be provided. We will be recording it and you can Skype live into the meeting.

b. Teaching & Learning Assessment—Claudia Barreto

Program Assessment only has a few people signed up. If you do not sign up, I am cancelling available days.

If you are having trouble with TK20 access, I have a worksheet you can fill out and you can prepare your report in a word document then cut and paste when your access is fixed. Contact me (Claudia) or Neke for your access.

c. Communications—Alexa Wheeler

There is now a faculty link under Academics and a faculty handbook link. Under the faculty link, there is another series of links.

If there is anything you would like to have on the web page, please let me know.

[Sarah] Could we put the safety information that building coordinators have on to the web site?

d. Handbook—Tom Whittaker (read by Heather)

The Handbook committee will be presenting two proposals at the Nov meeting.

e. Program Development—Eva Rivera

We are having TTT on the fourth Wednesday, which is Oct 28th, at 1:30 pm. You can attend before you leave for the Title IX training on main campus. Julia So, Joseph Barbour, and Annette Hatch will be presenting.

f. Conflict Resolution—Julia So (read by Heather)

Julia is creating a survey about what you would like the committee to do for you. She will send it out soon.

g. Curriculum—Tom Whittaker (read by Heather)

Nov 2nd is the deadline for submitting forms A, B, and C to main campus, but they have to go through the committee here first. Their next meeting is Wed Oct 28th.

h. Cultural Enrichment— Laura Musselwhite

Upcoming spring events will be similar to last spring. We'll let you know.

i. Professional Development—Heather Wood

We have about \$3000 left, so please submit your forms.

j. Faculty Senate Representative— Eva Rivera Lebron

It meets on Tuesday, so I'll send that report to the newsletter.

k. Student of the Month— Sarah Garde

Berenice Garcia is the student of the month for October and was nominated by Patricia.

Please submit your next nominees by Oct 30th.

l. Adjunct Faculty – Ben Flicker

We are going to meet next week.

9. Teaching and Learning Center Report— Michael Brown

I'll send most of this in an email...

We have tablets that will allow you to walk around the classroom while teaching and you can check out the tablets and test them.

[John] Check your personal devices, or I can check them for you, many older devices and Androids do not have the proper technology to be used.

10. President's Report - Heather Wood

Alice made fantastic brownies today and Michael brought the other goodies. So let's thank them. Also thanks to Alexa for working on the website.

11. Announcements/New Business

[Dani] Reading New Mexico is tomorrow and 1:30 in the SCC.

12. Adjournment- (2:40 pm)