



Faculty Assembly Approved Meeting Minutes  
Wednesday October 18, 2017 (1:30 – 3:00 PM)  
LRC 101

In Attendance:

Rosa Auletta	Alfonso Heras-Llanos	Melanie Sanchez-Dinwiddie
Justin Bendell	Kevin Hobbs	Mychael Smith
Marji Campbell	Barbara Lovato	Julia So
Elaine Clark	Danizette Martinez	Stephen Takach
Benjamin Flicker	Jonathan Morrison	Tracy Terry
Patricia Gillikin	Mary Moser-Gautreaux	Alexa Wheeler
James Hart	Laura Musselwhite	Heather Wood
Annette Hatch	Laura Newland	

Guest: Philip Jacobus

1. Call to order (1 minute)

President Alfonso Heras-Llanos called the meeting to order at 1:31 PM.

2. Acceptance of Agenda (1 minute)

Melanie Sanchez-Dinwiddie motioned to approve the agenda. It was unanimously approved with a second by Patricia Gillikin.

3. Approval of Minutes (1 minute)

The set of minutes from September 2017 meeting was unanimously approved with a motion by Heather Wood and a second by Melanie Sanchez-Dinwiddie.

4. Chief Executive Officer Report (1 minutes)

Rosa Auletta announced that Dr. Letteney is at the Gallup Campus for its CEO Search Committee.

5. Dean of Instruction Report (10 minutes)

- The spring schedule will be posted on Nov 13. The printed version will go out in two weeks.
- Three of the presidential finalists have visited UNM-Main. Two more will follow.
- Dean Musselwhite had the first meeting on assessment tracking with Dr. Pamela Cheek from the Department of Foreign language at Main Campus. Although currently there is no staff in the Assessment Office, it will be fully staffed when the new director starts in July. UNM-Main is currently analyzing the data submitted. The overall response rate is decent, so are the Branch Campuses.

- This month's topic for the Faculty Academy is campus resources. It will be presented by Barbara Lovato.

6. Treasurer's Report (1 minute)

- Kevin Hobbs announced a balance of \$500.00 in the budget. He also asked for donations.

7. Faculty Assembly Standing Committee Reports

a. Adjunct Faculty—Benjamin Flicker (3 minutes)

- Benjamin Flicker announced that 10 adjunct faculty members attended the Mix and Mingle two weeks ago. The next one will be the second Tuesday of next month.

b. Communications—Melanie Sanchez-Dinwiddie (3 minutes)

- Melanie thanked everyone for their contribution to the Newsletter.

c. Conflict Resolution— Mary Moser-Gautreaux (3 minutes)

- Mary Moser-Gautreaux announced that the Committee has not met. She asked anyone who had completed their conflict resolution training to let her know.

d. Curriculum Committee—Justin Bendell (3 minutes)

Justin attended the Faculty Senate Curriculum Committee meeting at Main Campus that morning. Some of the programs coming up for review are: Game Design, Manufacturing, Facebook Certificate, etc. The Nursing Department will offer the Associate Degree of Nursing (ADN) using the statewide (New Mexico Nursing Education Consortium) curriculum and students can choose to complete the required courses for the Bachelor of Science degree in Nursing (BSN) at Valencia that will be conferred by the UNM College of Nursing.

e. Faculty Handbook—Teresa Goodhue (3 minutes)

No Committee members were present.

f. Faculty Professional Development—Heather Wood (3 minutes)

Heather Wood announced that there is a balance of \$1,315.00 in the Faculty Professional Development Fund. She asked anyone who plans to apply to do so ASAP.

g. Faculty Program Development — Jamie Huntsinger & LeAnn Weller (3 minutes)

No Committee members were present.

- h. Online Teaching—Elaine Clark (5 minutes)
    - Elaine Clark was elected chair of the Committee.
    - Elaine Clark is meeting with Soledad Garcia-King to decide on the sharing of responsibilities with respect to online courses.
    - APPQM workshop as well as workshops on Gamification are scheduled for this fall.
  
  - i. Faculty Senate Representative—Heather Wood (3 minutes)
    - UNM's Presidential search continues.
8. Other Committee Reports
- a) Section F (Elaine Clark)
    - Elaine Clark and the representative from Los Alamos Campus are co-chairs of the Committee.
    - Section F-100 was approved.
  
  - b) Assessment (Tracy Terry)
    - The Committee has returned some reports to their authors because the reports do not align with the rubric. Though returned, she asked the authors not to re-submit, but to make sure that their next year's reports align with the course's SLO set by Main Campus.
    - Some adjunct faculty members did not use the rubric set by Main Campus.
    - Program Assessment Reports for the current academic year are due the first week in November.
  
  - c) Student of the Month – Joshua Owen (3 minutes)
    - Patricia Gillikin announced that there were no nominations for October. She asked that we send in nominations for outstanding students ASAP.
9. President's Report (3 minutes)  
President Heras-Llanos has nothing to report.
10. New Business / Announcements
- a) Dani Martinez announced Reading New Mexico annual field trip to Santa Fe is to be hold on Friday 10/20/2017
  - b) Alexa Wheeler invited everyone to attend the Faculty/Staff Art Exhibit that is currently showing.
  - c) Tracy Terry announced the annual Mole Day that is to be held on Monday 10/23/2017.
  - d) Phil Jacobus (IT)
    - the work on the network in LRC will begin Tuesday 10/24/2017.
    - anyone who needs IT support is asked to create a support ticket, so his office can track requests.

- the new cameras for class capture are incompatible with our server because the server is outdated.
  - Students who need to add money to their card can do so at the Library or the Cashier. Both locations accept cash only.
- e) Stephen Takach will be attending the NM Business Consortium on Saturday 10/21/2017. He asked whether anyone has any messages for him to relay to the Consortium. He also thanked his Promotion Committee members—Alexa Wheeler, James Hart, and Julia So—for approving his promotion.
- f) Julia So thanked Barbara Lovato for helping to scan all the hard copies of meeting agendas and minutes of the Faculty Assembly. She also announced that the same documents between AY 2005 and AY 2017 are now archived in the Faculty Assembly folder on the “O” drive on “Hawk.” Anyone who has access to “Hawk” will have access to the folder.
- On behalf of Sarah Clawson, Career Services Manager, Julia So presented three services offered by Sarah’s office: (1) Sarah can speak with any students who are unsure about their major or career, need work, and/or internship; (2) Sarah can arrange for a local employer to go to the classroom and speak with the students about a particular career; and (3) under the “Never Cancelled Class Initiative,” if an instructor needs a sub, a representative from Student Services can cover a class by speaking on the many services offered by Student Services as a “guest speaker.”
  - Julia So announced the film screening of “Chinese Couplets” that is to be held at A101 on 10/23/2017. The film-maker, Felicia Lowe, will be at the screening to answer any questions. A copy of the flyer is in the mail box of each faculty member.

## 11. Adjournment

The meeting was adjourned at 2:20 PM. Next Assembly meeting will be in November 15, 2017.