

Faculty Assembly Meeting
November 28, 2012
1:30-3:00 LRC 101C

In attendance:

Claudia Barreto	Daniel Hettrick Patricia	Khaled Kassem	Eva Rivera
Angelica Boyle	Gillikin	Alice Letteney	Richard Sax
Brenda Broers	Miriam Gustafson	Barbara Lovato	Alexa Wheeler
Cindy Chavez	Annette Hatch	Najib Manea	Thomas Whittaker
Elaine Clark	Jami Huntsinger	Danizete Martinez	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:

- Melanie will not be in attendance so there will be no Handbook Committee report
- Add Professional Development Committee.
 - Alexa Wheeler moved to accept the agenda as amended / Thomas Whittaker seconded
 - Agenda was accepted as amended

3. Approval of minutes

- Under Dean of Instruction first item should read “Spring 2013 has 318 section, which is down from last Spring”.
 - Alexa Wheeler moved to approve the revised minutes / Heather Wood seconded
 - Minutes were approved as amended

4. Executive Director’s Report: Dr. Letteney’s report stand as submitted.

News – Andy Sanchez is serving on a UNM Business Office Committee

- 2.81% goes to UNM Main to govern us (≈\$400,000.00)
 - The President of UNM thinks this is too low and would like the VC to pay double this
- Lottery Scholarships – may be switched to need-based
- This will not affect VC much
 - 35% of UNM Main students are on Pell Grants
 - VC is almost twice that number

Alice will be attending a conference tomorrow about remedial education

Next week Alice will attend the December meeting of the Legislative Finance Committee

- Expectation is that retirement contributions will go up
- The hope is that raises will cover the increase in retirement contributions

5. Dean of Instruction Report: Dean’s Report was missing about 3 paragraphs in the newsletter. Dr. Sax will send it out again.

- Branch campus faculty meetings
 - Another dean mentioned that they would like to restart branch campus faculty meetings.
 - First will be Friday, March 1, 2013 at UNM Main Campus.
- Reminder: Ethics/Sexual Harassment required training must be completed before the end of the year

- Dean sent out a revised FE/DI schedule – this is for Full-Time Faculty only
- Prep week for the Spring is January 7th-11th.
- First day of classes is January 14th.
- Dean would like a clickable link for each Full-Time Faculty.

6. Treasurer's Report

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

- \$155.00 Materials
- \$240.00 In-State Travel
- \$100.00 Copying

7. Committee Reports:

- Assessment (Claudia Barreto)—Great job on converting Program Assessment Report to TK20. Next are Core Course Assessment for Spring
- Faculty Senate (Danizete Martinez)– Dani reported that the Faculty Senate discussed 2013 Legislative initiative. They will be focusing the following strategic initiative for Main Campus:
 1. Outcomes Based Funding Formula
 - 1a. Permanent Abolition of Tuition Credit
 2. Lottery Scholarship Solvency
 3. ERB Solvency
 4. Reverse the Brain Drain
 5. RPSPs
 6. Compensation Package
 7. Capital Outlay

Policy committee is working on formulating Lecturer track details including Professional Development and Course Release. They are also working on making the Handbook more consistent and separating Policies and Procedures.

Elaine Clark commented that the VC Faculty Handbook has nothing about promotion in the Lecturer track. Elaine is asking the Handbook Committee to work on procedures.

- Program Development (Najib Manea)
The Committee met to talk about mentoring program. They want to start a program from the ground up to enable assessment. Focus on hybrid (not fully online) workshop assignments. Mentor should not be FE/DI evaluator.
- Adjunct Faculty No representative to report on this committee
They have requested to have an email list for Adjunct Faculty. Toni Black could request a name for the new listserv. She would populate and maintain it. Only UNM emails would be used.
 - Heather Wood made a motion to create a separate list for Adjuncts / Eva Rivera seconded.
 - Motion passed.
- Professional Development (Khaled Kassem) There is about \$1,000.00 left. Khaled would like to know if it should be set aside for Spring 2013.
PD Recipients: although it is not required, some have chosen to share what they've learned in a workshop or during a Faculty Assembly meeting.

Discussion: Thomas Whittaker suggested that there be a threshold of people requesting a presentation in order for information to be shared; 5 minimum. Dr. Sax would like some sort of report (feedback loop). Cindy Chavez mentioned that faculty used to have to come back and report. Part of the process of requesting funds was to indicate how information would be shared. Barbara mentioned that there was no way to know who went to what training in order to request sharing of information.

The Professional Development Committee will share a list of who is awarded stipends for Professional Development.

- 8. Shared Governance:** there are currently two documents that give guidance to faculty; Instructional Council (IC) Policies Manual and Faculty Handbook. Elaine would like the Faculty Handbook Committee to look at the IC Manual and come up with a guiding principle for what should go in each. Suggestion is for anything that has to do with delivery of instruction be reviewed by full faculty.

9. Continuing Business

January 10, 2013 training tentative schedule:

Email 8:00am – 11:00am

Web pages for faculty 11:00am to 2:00pm

Lockdown training 2:00pm to 3:00pm

- 10. President's Report:** stand as submitted in the Faculty Newsletter.

11. New Business:

There was a question about fixing the whiteboards in the classrooms. Dr. Sax indicated that a product has been purchased to test out 3 boards over Winter Break.

12. Announcements

- Film Festival will be February 8, 2013 all day Milagro Beanfield War and a Documentary about it will be shown. There will also be a development dinner with John Nichols.
- Holiday Concert (\$10) December 13, 2013 from 6:00pm to 9:00pm
- Art Opening of photography November 28, 2012 from 5:00pm to 7:00pm

Adjourn: 2:40 pm

Respectfully submitted, Barbara Lovato