



Faculty Assembly Meeting Minutes
Wednesday November 16, 2016 (1:30 – 3:00 PM)
LRC 101

In Attendance:

Rosa Auletta	Katherine Grand	Mary Moser-Gautreaux
Joseph Barbour	Alfonso Heras-Llanos	Laura Musselwhite
Justin Bendell	Annette Hatch	Melanie Sanchez-Dinwiddie
Marji Campbell	Tina Hite	Julia So
Michael Carriere	Kevin Hobbs	Tracy Terry
Miriam Chavez	Ben Johnsen	Alexa Wheeler
Elaine Clark	Kassem, Khaled	Heather Wood
Mary Clark	Alice Letteney	Jinxia Xie
Benjamin Flicker	Barbara Lovato	
Sarah Garde	Danizette Martinez	

1. Call to order (1 minute)
President Hatch called the meeting at 1:35 pm.
2. Acceptance of Agenda (1 minute)
The agenda was unanimously approved with a motion by Elaine Clark and a second by Justin Bendell.
3. Approval of Minutes (5 minutes)
President Hatch presented a couple of proposed changes by Elaine Clark. With a motion by Melanie Sanchez-Dinwiddie and a second by Justin Bendell, the set of minutes from the October meeting was approved with the proposed changes.
4. Chief Executive Officer Report (10 minutes)
 - Dr. Letteney thanked everyone's assistance in UNM-Valencia Campus' 35th anniversary celebration. In addition to acknowledging Miriam Chavez's assistance in helping with the celebration lunch, she also complimented the fabulous exhibit of faculty and staff.
 - The donation from the Rio Community Center will be displayed in the administration building.
 - The bond that was recently passed will help with Valencia Campus' IT infrastructure.
 - It has been a tumultuous week since election day. She asked all faculty members to report any student issues to Hank Vigil.

- Despite the doubling and even tripling of the number of Pell eligible students in past summer semesters, the summer enrollment at Valencia Campus went down once the funding for Summer Pell stopped.
- She anticipated that some new grant proposals to be approved.

5. Dean of Instruction Report (10 minutes)

- Dr. Musselwhite acknowledged everyone's effort in assisting the hiring of a research coordinator & Math instructor.
- A new policy from HED/PED regarding the dual credit enrollment will go into effect Fall 2017. The new policy sets a limit of six college hours for dual credit students. This potentially will affect all community colleges in the state. She will provide an update after she and Hank Vigil attend the HED/PED meeting on December 1.
- Dr. Musselwhite will confirm whether all dual credit courses are 16-week or 12-week courses.
- She reminded everyone about the Respectful Campus Policy of UNM and asked all faculty member to report to her of any hate speech or improper speech.

6. Treasurer's Report (1 minute)

Tracy Terry announced that the Faculty Assembly budget has a total of \$480. The snack fund is about \$60. She also asked everyone to turn in their receipts for reimbursement.

7. Faculty Assembly Standing Committee Reports

a. Adjunct Faculty—Sandra Alden (3 minutes)

President Hatch relayed that Sandy Alden has no update.

b. Communications—(3 minute)

Melanie Sanchez-Dinwiddie announced that there is no update.

c. Conflict Resolution—(3 minutes)

On behalf of the committee, Joe Barbour passed out a two-question survey requesting faculty's opinion on the process of resolving conflict on campus. He also asked everyone to return the survey before they leave the meeting. A copy of the survey is appended to this set of minutes.

d. Curriculum—Annette Hatch (3 minutes)

President Hatch announced that EMS was recently approved by the Curriculum Committee at Main Campus. Other programs waiting to be approved include IT, Game, Studio Art, DMA, Health Information, Welding, etc.

e. Faculty Handbook—Julia So (3 minutes)

Julia So reported that the Committee has no update.

f. Faculty Professional Development—Heather Wood (1 minute)

Heather Wood announced that the entire professional development budget was exhausted.

g. Faculty Program Development—Sarah Garde (6 minutes)

- At the last meeting, the Committee decided to move the TTT meeting time to the fourth Wednesday of every month. Thus the next meeting will be held on Nov 30th. Sarah conducted an informal poll to decide on the topic for the 11/30 TTT. Many favored *critical thinking skill cubes* over online teaching tips. Based on Bloom's taxonomy, the cubes were created from open-source templates. LeAnn Weller will present the *critical thinking skill cubes* at the next TTT meeting.
- LeAnn Weller presented the OneNote software program that is accessible from the LoboMail log-in page. She has uploaded all the handouts from previous TTT sessions. All are invited to send an email request to LeAnn for access to OneNote and the documents.

h. Online Teaching—Elaine Clark (5 minutes)

- The Online Committee will meet on 11/30/2016 for any update on the QM conference in Portland. Elaine will share the best practices from the Committee at the next meeting.
- The current EDUC 293 will be offered in three one-credit-hour sections in Spring 2017. Module one is on navigation and communication with students. It is designed for faculty members who have no online teaching experiences. Module two is on course design such as student accessibility and interaction. Finally, module three focuses on course delivery. Any faculty members who are interested to teach any online courses are encouraged to enroll in EDUC 293. Those who want to have a refresher course are encouraged to enroll in any one of the three modules.
- Depending on the coordination with the SunPath Consortium, the Committee plans to offer *Improving Your Online Course Workshop* in Spring 2017 and *Applying the QM Rubric Workshop* in June 2017.
- The Committee continues to work on its internal QM reviews. One initiative was to start a conversation with the SunPath Consortium by sharing expertise with other colleges.
- The Committee is working on improving the Student Bb Learn Orientation Module. It plans to have the module available before the end of Fall 2016. In the meantime, instructors are encouraged to send students to the Learning Commons for help to navigate Bb Learn rather than spending personal time to help students.

i. Faculty Senate Representative—Heather Wood (3 minutes)

- The Presidential Search Advisory Committee at Main Campus was formed. The names of the Committee members are online.
- The Regents have approved the establishment of a Center to name after President Frank. However, the Senate opposed such action, citing its power of co-governance; hence, the Senate has to approve the process according to the Handbook.
- The Office of OEO plans to change the reporting procedure of sexual assault that is currently being used. The procedure will be modified to ensure FERPA compliance.

8. Other Committees' Reports

a. Section F Committee—Elaine Clark (10 minutes)

- The Section F Task Force aims to finalize the revision of sections F10, F70, F80, and F100 before winter break. Once approved by the Task Force, these four sections will need the approval of the Faculty Assembly of each respective branch campuses. Since the Faculty Assembly at Valencia Campus will not meet until February 2017, an eMail vote from the Assembly might be needed for the Task Force to move forward.
- Section F90 is on hold until the Task Force meets with the chair of the Academic Freedom and Tenure Committee.
- Section F100 has more substantial changes. Elaine Clark will send the proposed changes to the Assembly for comments.

b. Assessment Committee—Tracy Terry (3 minutes)

- Tracy thanked those who have been working on the Program Assessment Reports, especially Alexa who has had more program reports to complete. All reports were submitted.
- Many of the Program Assessment Plans need complete overhaul while others could all use some editing. Tracy plans to hold two workshops in January before Spring semester begins. This will allow those involved to rewrite the plans and make future assessment easier.
- The updated Program Assessment rubric from main campus requests three direct measures and one indirect measure for each Program SLO. She suggested that those submitting program reports rewrite the program goals and SLOs without weighing everyone down with an egregious amount of work. A little editing, rephrasing, and/or reorganizing of the Program Assessment Plans will permit this benchmarking.
- No one is currently using indirect assessment measures. It requires surveying students to see if they think they are accomplishing our Program SLOs. She suggested that Program Coordinators or Division Chairs add the indirect assessment questions to the online course evaluation. She also said that Division Chairs are able to add questions across the entire division. She

indicated that it is not an easy or straightforward process, but would be available to help any instructors if needed.

- With respect to Core Course Assessment in the spring, Tracy reminded everyone to gather data now. Since all sections of every core course taught during Summer 2016, Fall 2016, and Spring 2017 should be assessed, she asked instructors to gather data from each instructor for multi-section courses. She further suggested to coordinate a few final exam questions with other instructors if needed to make the process smoother. The reports will be due at the end of the Spring 2017 semester.

c. Student of the Month – Khaled Kassem (3 minutes)

Khaled announced the deadline to submit nominations for the Student of the Month for November is Monday November 28.

The Student of the Month for October is Monica Dominquez. She was nominated by Peggy McLaughlin, an English Instructor.

9. President's Report (3 minutes)

President Hatch thanked everyone's help and involvement in committees this semester.

10. New Business / Announcements

a. Scantron Score Remark Classroom Edition (10 min)

- Juila So presented the Scantron Score Remark Classroom Edition—an updated version of the scantron scoring machine that allows an instructor to import the scantron test results to softwares such as EXCEL or SPSS. She then asked for a show of hands to poll the number of faculty members who currently use the antiquated scantron scoring machine located at the Academic Office. Only four faculty members that were present at the meeting indicated that they currently use the machine.
- A discussion was held on the various products in the market. Two products were discussed. One is the iClicker and the other one is SAM that permits students to take the exam using a computer. SAM costs \$60 per student per year.
- Some faculty members had transitioned to using testing in Bb Learn; hence, eliminated the need for scantron exams.
- Julia passed out a sign-in sheet to poll instructors' interest. She will send the link of the Scantron Score Remark Classroom Edition to those who are interested.

b. An Update from TLC on class capture and website

- The guest wifi login had problems.
- Annette announced that Class Capture is up. Unfortunately, all recordings prior to November were lost.
- New UNM-Valencia website should be released on Dec 19th.

11. Adjournment

The meeting was adjourned at 3:12 PM. The next Faculty Assembly meeting will be held on Wednesday February 15, 2017 at 1:30 PM.