



Faculty Assembly Meeting Approved Minutes
Wednesday November 28, 2018 (1:30 – 3:00 PM)
LRC 101

In Attendance:

Kevin Hobbs	Marji Campbell	Julia So
Justin Bendell	LeAnn Weller	Alexa Wheeler
Ariel Ramirez	Heather Wood	Melanie Sanchez Dinwiddie
Tracy Terry	Tina Hite	Laura Musselwhite
Barbara Lovato	Mychael Smith	Alice Letteney

Guests: None

1. Call to Order (1 minute)
 - a. Meeting was commenced at: 1:31PM
2. Acceptance of Agenda /
3. Approval of Minutes (1 minute)
 - a. Justin Moves
 - b. Alexa Seconds
4. Chief Executive Officer Report—Alice Letteney (10 minutes)
 - a. Congratulate all on a wonderful concert
 - b. Angela Gonzalez commented on the leadership that UNM Valencia has demonstrated to get students into the workplace.
 - c. Advisory council met and extended our agreement for 2 years at 3.6%.
 - d. Valencia sent 95 students to main in the fall. This is based on students who never take another course with Valencia. Data is being collected for students who take 15 credit hours or more. This includes 500 students.
 - e. Enrollment management committee. Alice has suggested a 2 plus 2 program. Guaranteed admission for students with a 2.0 GPA. Phi beta kappa is determining whether institutions are transfers friendly. Any ideas are welcome from anyone to address transfer issues.
 - f. Newsletter is going out to our VIP list. Some of our undergraduate research students are on their way to Phoenix, AZ.
 - g. President has endorsed privately our west side center (work force training center). Endorsement is headed towards the legislature. Loreta Martinez came to campus and

reiterated that once a vote on west side expansion is completed it will be in place forever.

- h. Even though enrollment has dropped, a new source of enrollment can come from the workforce training center.
5. Dean of Instruction Report—Laura Musselwhite (10 minutes)
- a. Mesa conference in San Antonio. Concurrent enrollment and dual enrollment. There are several sessions on pathway for students. Lots of talks about students coming to college with (soft skills).
 - b. Lunas tourism board group. Los Lunas has a marketing firm for a new logo, “Roads less traveled.” We are involved in getting people to come and take a lecture on history and then go visit Los Lunas
 - c. Tomorrow and Friday I will be in higher education department to certify the core curriculum. UNM has permission not to tackle credit hours until next year.
6. Treasurer’s Report—Justin Bendell (1 minute)
- a. \$486.67 in the stock pile
 - b. \$36 and change in the “Snack Fund”
7. Faculty Assembly Standing Committee Reports
- a. Adjunct Faculty— (2 minutes)
No Members Present.
 - b. Communications—Alexa Wheeler (2 minutes)
Nothing to report. Newsletter is available.
 - c. Conflict Resolution— Laura Musselwhite (2 minutes)
No activity to report.
 - d. Curriculum— Barbara Lovato (2 minutes)
We will meet again in the spring. We will look at any programs that need revision.
 - e. Faculty Handbook—Tina Hite (2 minutes)
 - i. There is a request for a change in office hours but have been unable to meet.
 - ii. We will hopefully have a vote on office hours in the spring.
 - f. Faculty Professional Development—Ariel Ramirez (2 minutes)
We have \$1622 left.
 - g. Faculty Program Development—Tina Hite (2 minutes)

- i. We have met. No VFAC account is available to program development.
- ii. Alexa can publish an outlook calendar of event on the faculty website.

h. Online Teaching—Alexa (2 minutes)

- i. Extravaganza went well. The recordings of the event are done and PPT slides will be shared.
- ii. Edu 293 will run next semester and Elaine Clark will be teaching it. Certificates of completions will be available.

i. Faculty Senate Representative—Cheryl Bryan (2 minutes)

- i. October meeting did not affect us as a branch campus.
- ii. November meeting. When president and provost come to the meeting they will have time for questions.
- iii. If anyone has any questions, feel free to give to Cheryl to bring up in the meeting.

8. Other Committee Reports

a. Student of the Month—Melanie Sanchez Dinwiddie (2 minutes)

- i. Online student Toby Martinez was hospitalized for an extended period and still met his classroom obligations.
- ii. Gage Lanborn was student of the month for November.
- iii. Now accepting nominations. Please send to Josh, Melanie, and Kim Crowder for December. One nomination was turned in for October and two for November.

9. President's Report—Kevin Hobbs (3 minutes)

- a. See newsletter
- b. Textbook order form was delayed this semester because Nathaniel was waiting on an online system.
- c. If no textbook change was needed, then no action is necessary.
- d. All textbook orders are divided by division. Please sent any revision to Laura before semester ends

10. New Business / Announcements

- Faculty Office Hours – Laura Musselwhite (2 minutes). On behalf of the faculty, virtual office hours were initially proposed by Kevin.
- Proposal is to take full time faculty from 7 to 6 hours. Increase part time hours from .5 to 1 hour per course.
- You can hold office hours virtually (not more than half of total office hours). Even if you teach face to face, you can still have virtual office hours.
- We can have a longer discussion in February.
- Office hours are posted virtually in the same format as face-to-face.

- Remind app can be used as a platform for online office hours.

11. Adjournment

- a. The meeting adjourned at 2:07PM
 - i. Length of meeting: ~35 minutes