

Faculty Assembly Meeting
February 19, 2014
1:30-3:00 LRC 101C

In attendance:

Rosa Auletta	Patricia Gillikin	Alice Letteney	Richard Sax
John Austin	Teresa Goodhue	Alice Lawson	Dustin Shafer
Claudia Barreto	Annette Hatch	Barbara Lovato	Julia So
Michael Brown	Alfonso Heras	Najib Manea	Amiee Stahlman
Michael Carriere	Jami Huntsinger	Danizete Martinez	Tracy Terry
Michael Ceschiati	Khaled Kassem	Richard Palmer	Helen Walton
Cindy Chavez	Donna Ketcheson	Eva Rivera Lebron	Alexa Wheeler
Miriam Chavez		Justin Romine	Thomas Whittaker
Elaine Clark		Melanie Sanchez-	Heather Wood
Julie Depree		Dinwiddie	
Lucille Farrington			

Call to Order

- Dani Martinez called the meeting to order at 1:30 PM.

1. Acceptance of agenda

- A motion was offered to accept the agenda.
- The agenda was accepted.

2. Approval of minutes

- A motion was offered to accept the minutes from November 2013.
- The minutes were accepted.

3. Executive Director's Report (Alice Letteney)

- Legislature is still in session; 3% pay increase is in proposed budget.
- Dr. Sax is leaving in June 2014; a decision was made to post the job in the Chronicle ASAP. An Interim Dean is needed. Julie Depree/Miriam Chavez and Jami Huntsinger/Michael Ceschiati were nominated to co-chair. Dr. Letteney will meet with them individually to discuss who will assume the position.

4. Dean of Instruction's Report (Richard Sax)

- Enrollment is down; thanks to those who helped with the Jan. 31 high school visits. These help boost admissions from the local community.
- Branch Campus meeting is this Friday at UNM in the Trailblazer Spirit Room at UNM-Main; presentations are from 10-12 PM.
- The Film Festival is next Thursday. Please bring your classes if you can.
- 64-credit majors are in consideration for credit reduction programs.

5. Treasurer's Report (Thomas Whittaker)

- Faculty Assembly budget currently holds \$486.67.
 - \$27.81 in snacks budget. Please donate if you can.

6. Hank Vigil (Students Services)

- Thank you for using LoboAchieve. Many Professors are using it effectively.
- Average age of student is 26 now; recruiting is paying off at high schools.
- Bill Bloom has resigned; three candidates are being interviewed now for the position.
- Dropping students after the 21-day mark hurts their financial aid. Keep this in mind when making withdrawal decisions.

7. Committee Reports:

Faculty Handbook & Communications Committee (Elaine Clark)—

- Faculty Website has been updated by Alexa Wheeler-kudos to Alexa.
 - Please review committees and contact Elaine if changes are needed.
 - There is a desire to make the handbook “live” on the web-the committee will be working on this over the next year.
 - Procedural amendments may be included in the handbook-send feedback if you like.
 - Motion is approved to accept new T&P language in the handbook.
 - Motion is approved to accept a proposal to stagger committee appointments.

Assessment (Claudia Barreto)—

- Assessments are upcoming in Spring-program chairs please sign up for your time with Claudia.

Curriculum Committee (Thomas Whittaker)—

- Committee met on Monday; someone from the Nursing Dept. is sought for committee.
- Agenda for program reviews is underway

Faculty Professional Development (Cindy Chavez)—

- \$5600 is left in the budget; please apply if you have not received funds for the year
- Corrected request for payment form will be available soon on-line

Faculty Senate (Julia So)—

- Language is being changed regarding 200-level courses at UNM-Main

8. Teaching Tip (Dani Martinez)

- Three attitudes to Promote Effective Instruction from the SW Seminar for Great Teaching were shared
- Exam de-briefing sheet with self analysis questions is helpful to hand out after tests
- This gives students an idea about what is required for successful test-taking, encouraging them to evaluate their study habits

9. President's Report (Dani Martinez)

- Helen Walton was approved to be the new representative at Faculty Senate.
- Motion to elect Eva Rivera as Interim Faculty Senate Rep. was also approved.

- Valencia Shelter Services wants to collaborate with the college, seeking assistance in writing stories for their program-this is a good community outreach and extra credit opportunity for our students.
- Thanks to Alice Lawson for volunteering to be Adjunct Representative. Bill Nevins stepped down.

10. New Business/Announcements

- Eva Rivera-March 12 is PIE Day from 12-1:30 PM in SCC 108; please encourage your students to come.
- Michael Ceschiat-Justin Romaine is new Film/Tech
- Julia So-Thanks to Valencia Speaks committee for assistance in producing the Mondragon program last week.

Adjournment: 2:50

Respectfully submitted, Heather Wood