

**Faculty Assembly Minutes  
Wednesday, February 17, 2016**

Alice Letteney  
Laura Musselwhite  
Heather Wood  
Tracy Terry  
Alice Lawson  
Melanie Sanchez-  
Dinwiddie  
Michael Ceschiat  
Danizete Martinez

Julie DePree  
Joe Barbour  
Julia So  
Elaine Clark  
Claudia Barreto  
Miriam Chavez  
Patricia Gillikin  
Ben Flicker  
Annette Hatch

Sarah Garde  
LeAnn Weller  
Rosa Auletta  
Khaled Kassem  
Mary Moser-Gautreaux  
Marji Campbell  
John Abrams  
Alexa Wheeler  
Richard Palmer

1. Call to order - 1:33 pm
2. Acceptance of agenda

Motion (Elaine Clark)  
Second (Annette Hatch)

3. Approval of minutes from November 2015

Motion (Sarah Garde)  
Second (Melanie Sanchez-Dinwiddie)

4. Chief Executive Officer Report— Alice Letteney

The budget has passed the legislature and the governor has indicated she will sign the budget. The cuts for higher education at over 16 million dollars. The only college that came out relatively unscathed was CNM, we are in the middle with about 2.5% cut. We were anticipating additional funding because of our performance, but that is gone. We are anticipating close to a \$200k cut.

The legislators are trying to force localities to pay more for their community colleges by lowering the burden on state funds.

We are very frugal, we are not looking at layoffs. CNM and UNM are looking cutting positions.

There is talk around the legislature on future cuts in this year's budget and a special session to look at this in two months.

We are small and relatively flexible because of that. We have great support from our local schools...31.5% of our headcount was dual credit.

As we move forward, we will probably have to adopt the oversight used on main campus such as justification for re-filling or opening positions.

Main campus is looking to increase health care. They are lowering the potential increase, but lowering it by increasing deductibles and removing some options.

Our gala is coming up February 27<sup>th</sup> and we would love to have more silent auction items if you can donate items.

Miriam's friend has donated \$20k to sponsor the Gala.  
We raised close to \$5k through the Soup-R-Bowl.

We did not get the S-STEM grant through the NSF, but we will be working with the Science Foundation of Arizona Kickstarter program to improve our applications and resubmit.

## 5. Dean of Instruction Report —Laura Musselwhite

The Curriculum Committee accepted Marji and Annette as new members.

Main campus has put together multiple committees to review items for re-accreditation. One of the important things they are looking into is that each campus is equivalent. I received a request from a co-chair to insure that learning outcomes are equivalent across campuses. If you are interested in working with her, Kate Krauss, please let me know.

Next year, all adjunct and part time faculty will be required to do safety and sexual harassment training.

The main campus budget will go to a tuition sharing model, so each college within the university will receive and manage the money from their own students.

We have a group of elementary kids coming in April and we need faculty to volunteer to entertain the students with topical material. I'll send an email about this in the future.

We are filling all of our retiree positions over the year except for Cindy Chavez and her position has changed intentionally.

## 6. Treasurer Report

[Heather] We have \$351 for faculty assembly funds remaining. Please donate petty cash for meeting food.

## 7. Presentation of New Evaluation Form – Michael Ceschiat

For each section (Teaching, Service, Professional Development) we have categories and ratings with criteria described for each category. The ratings are 'exceeds expectations, meets expectations, needs improvement, and unacceptable.'

This document is minimal in that it does not include categories that are exclusive to individual courses or programs.

We have two more faculty assembly meetings this semester in order to accept this document.

-Please email this to us. [Khaled]

-We will along with information on how to send feedback.

-Please email us a final draft a week before the next meeting so that we are able to vote on this at the next meeting. [Rosa]

## 8. Section F Main Campus Task Force – Elaine Clark

The full information is in the newsletter. Carol Parker has called a committee together to update Section F in the main campus Faculty Handbook. One thing that needs clarification are the degree requirements for teaching/hiring/tenure. Our first working meeting occurs this Friday.

A link included in the newsletter connects to Section F and all its contents. The entire section is up for review.

## 9. Committee Reports

### a. Faculty Online Teaching & Review — Elaine Clark

Three different grants fund the online teaching improvement activities on our campus.

Our main initiatives are improving student success, supporting faculty certification and professional development, and reviewing online and blended courses for quality design.

We have learned from our initial student survey and will develop a new survey to distribute later this spring semester.

We would like to require faculty to be certified in order to teach online. You can either take the courses online through QM, through our campus beginning this summer (EDUC 293 for 3 cr) , or through CNM. The course offered through this campus will be free for our faculty. The grant will pay tuition for those taking the QM courses. Contact Rosa and Eileen Davis for the QM courses.

We will soon require review of course design for all online courses and we will begin reviewing more established online courses in the fall.

b. Teaching & Learning Assessment—Claudia Barreto

Core Course Assessment is coming up in April. Please, sign up for an assessment time any Friday, April 9-25, between 9 am and 1 pm.

I will send out documents to help you prepare your course assessments. If you teach a course with multiple sections, please coordinate your reports.

Email Tracy for help if you have questions.

Files are now available here:

<http://valencia.unm.edu/academics/faculty/assessment-info.html#core-assessment>

c. Communications—Alexa Wheeler

The old link to the faculty website still exists, so make sure you update your bookmarks or link to the website through the new UNM-Valencia website.

We are going to look into Skype for Business and show you have to use the functionality.

[John Abrams] It comes with Microsoft Office and was originally called Link 2013. All faculty and students automatically have an account, even if they have never used it.

[Melanie] I updated the vfac list Jan 25<sup>th</sup> and I may have accidentally dropped you from the list. Please contact me if you are not getting emails. You should have gotten the newsletter, faculty assembly agenda, and old minutes via vfac email this week.

d. Handbook—Julia So

[Laura] Two items are being changed from the faculty handbook. First, we created a second level of stipend for dual credit instructors to compensate those who are doing more than just entering grades for dual credit courses.

The second section is just a clarification of compensation for practicum courses.

[Rosa] I am concerned for the ECME practicum course. The payment for that course seems contrary to this statement and we do not want it modified in the future to comply.

[Laura] Once you get to 10 students, you pay as in a normal course.

[Heather] Please email your feedback to Julia and Laura and they will present this at the next meeting.

e. Program Development—Eva Rivera

[Sarah] There is a TTT next Wednesday on SmartBoard next Wednesday. We need you to sign in to participate. Bring your tablets/phones/computers to interact with the technology.

f. Conflict Resolution—Julia So

We sent a survey out last semester on the expectations for the Conflict Resolution Committee and conflicts on campus.

We had 41 responses with 10 reported conflicts over the last 5 years. None of the 10 cases of conflicts were reported to the committee. One conflict mentioned in the survey included a 'physical attack'. (full presentation is posted below)

We are considering a name change to align with main campus, and modifying our statement of purpose.

[Elaine] Check the constitution on possible restrictions to a name change and we can vote on the name change in March.

If you are interested in the full survey results, please contact the Conflict Resolution Committee through Julia So.

g. Cultural Enrichment— Laura Musselwhite

We have not met this semester, but we do have many activities this semester: Valencia Speaks, a STEM speaker, Pi Day, the film festival, a band, Earth Day, etc.

h. Professional Development—Heather Wood

We have some funds that have recently become available...\$428...so please apply to use them.

i. Faculty Senate Representative— Eva Rivera Lebron

[Heather] They are still discussing Freedom of Speech on main campus and we may receive a survey on this soon.

j. Student of the Month— Sarah Garde

Luis Garcia was student of the month in November. He was nominated by Tracy and Heather. Please get your nominations in by Feb 29<sup>th</sup> for the next student.

k. Adjunct Faculty – Ben Flicker

We have finalized a survey for adjunct faculty and will be adjunct faculty soon by email and also through their academic mailboxes.

**10. Teaching and Learning Center Report— Michael Brown**

[Heather] Wireless technology will be rolled out before the end of Feb for each classroom. Classroom capture was having issues, but they should be resolved.

**11. President's Report**

Thanks to Melanie and Alice for the food.

**12. Election for Faculty Senate Representative for the year 2016-2018**

[Melanie] Would anyone like to nominate a candidate?

[Dani] I nominate Heather Wood.

[Melanie] Are there any other nominees? As there is only one nominee, I declare Heather Wood the new Faculty Senate Representative from the Valencia campus.

**13. Announcements/New Business**

At Valencia Speaks, we will be discussing heroin. The speaker's son died of an overdose.

**14. Adjournment – 3:08 pm**

## Faculty Conflict Resolution Committee (FCRC) Survey Results

presented by  
Julia W. So, PhD

Faculty Assembly February Meeting  
2/17/2016

## Methodology

- Members provided suggestions for the questions.
- **Exploratory Study** with 8 questions
- Administered via **Survey Monkey** (10/23 to 11/2/2016)
- **Variable of interest** = Reported conflicts
- **Control variables** = respondents' rank & respondents' experience of conflict

## Background

- Formed in 1999
- **Current Committee members:** Joe Barbour, Patricia Gillikin, Jami Huntsinger, Mary Moser-Gautreux, & Julia W. So.
- **No institutional memory** on any self-assessment conducted
- A consensus to find out how FCRC does

## Results

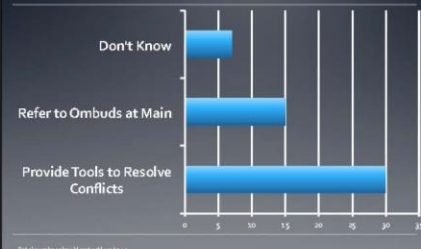
n = 41

- 12 adjunct professors
- 13 lecturers
- 16 tenured or tenure-track professors
- **10 reported conflicts in the last 5 years**

## Research Questions

1. What is the perceived role of the FCRC?
2. To what extent has there been any significant conflict among faculty members during the past five years?
3. If so, what are the sources of reported or perceived conflict?
4. What type of services do Assembly members believe the FCRC should provide?

What is your perception of what FCRC does? (n=41)



### Perceived Role of FCRC by Rank (n=41)

	Adjunct	Lecturer	Tenured & Tenure Track	Total
Provide tools to address conflict	8	5	6	19
Refer cases to Ombuds at Main	1	1	2	4
Both tools and Ombuds	2	3	6	11
Don't Know	2	3	2	7
<b>Total</b>	<b>13</b>	<b>12</b>	<b>8</b>	<b>41</b>

### Conflict Status by Faculty's Rank

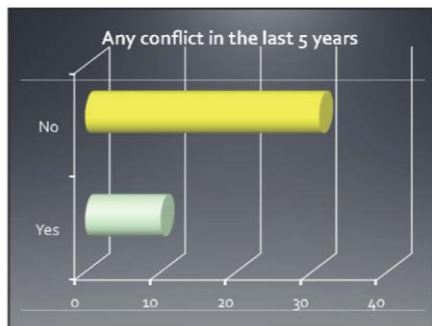
	Reported conflict (n=10)	Did not report conflict (n=31)	Total
Adjunct	3	10	13
Lecturer	1	11	12
Tenured/tenure-tracked Professor	6	10	16
<b>Total</b>	<b>10</b>	<b>31</b>	<b>41</b>

### Perceived Role of FCRC by Conflict Status

	Reported conflict (n=10)	Did not report conflict (n=31)	Total
Provide tools to address conflict	4	15	19
Refer cases to Ombuds at Main	2	2	4
Both tools and Ombuds	3	8	11
Don't Know	1	6	7
<b>Total</b>	<b>10</b>	<b>31</b>	<b>41</b>

### The Top Three Reported Sources of Conflict (n=10)

- Communication breakdown (5)
- Task related disagreement (5)
- Disagreement with supervisor (4)



In the last five years, when you had conflict with another faculty member at VC, did you seek assistance from the CRC?

Of the 10 faculty members that experienced conflict, **no one sought assistance from the CRC.**



### The Top Three Perceived Sources of Conflict (n=41)

- Disparity in workload (28)
- Disagreement between peers (17)
- Disagreement with administrator (16)

### Suggested Services by Ranks (n=41)

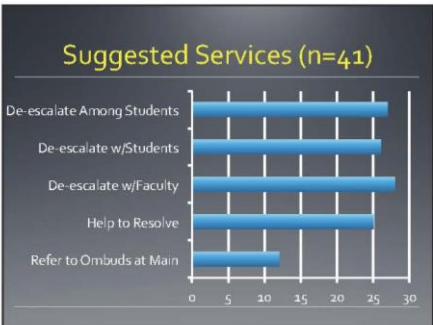
	Adjunct	Lecturer	Tenured & Tenure-Track	Total
Help resolve conflict among faculty	7	7	11	25
Provide tools to de-escalate (with other faculty)	8	10	11	29
Provide tools to de-escalate (with students)	9	8	9	26
Provide tools to de-escalate (among students)	8	9	10	27
Refer to Ombuds at Main	2	6	4	12

### Primary Perceived Sources of Conflict (n=31)

	Access to Resources	Task Related	Disagreement with Peers	Disagreement with Administrator
Adjunct	2	3	4	1
Lecturer	1	3	1	3
Tenured/ Tenure-track Professor	0	8	4	4

### Suggested Services by Conflict Status

	Those reported conflict (n=10)	Those did not report (n=31)	Total
Help resolve conflict among faculty	6	19	25
Provide tools to de-escalate (with other faculty)	8	21	29
Provide tools to de-escalate (with students)	5	21	26
Provide tools to de-escalate (among students)	5	22	27
Refer to Ombuds at Main	4	8	12



### Other Comments

- One incident resolved amicably
- One physical attack (details not provided)

### Conclusion

- Lack of open conflict ≠ a lack of conflict
- **Communication is the key**
- An overwhelming request for training in de-escalation

### Shall we also modify the statement of purpose?

Modify the purpose of the committee to meet the campus need  
To "resolve any faculty dispute before positions harden to a point where the more formal grievance procedures are requested."

### Recommendations

1. A baseline for future studies
2. **Name change**
3. Modify statement of purpose

**Thank you!**

### The Committee voted

...to change the name of committee to align with that of [Main Campus](#)

ODR = Office of Dispute Resolution