



Faculty Assembly Meeting Approved Minutes
Wednesday February 20, 2019 (1:30 – 3:00 PM)
LRC 101

In Attendance:

Kevin Hobbs	Soledad Garcia-King	Julia So
Justin Bendell	Patricia Gilliken	Ariel Ramirez
Stephen Takach	Elaine Clark	Barbara Lovato
Teresa Goodhue	Melanie Sanchez	LeAnn Weller
Heather Wood	Dinwiddie	Cheyrl Bryan
Marji Campbell	Alexa Wheeler	
Mychael Smith	Andre Beud	Guests: None
Victor French	Tina Hite	

1. Call to Order (1 minute)
 - a. Meeting commenced at: 1:31PM
2. Acceptance of Agenda (1 minute)
 - a. Heather Wood moves
 - b. Alexa Wheeler seconds
3. Approval of Minutes (1 minute)
 - a. Justin Bendell moves
 - b. Alexa Wheeler seconds
4. Chief Executive Officer Report—Alice Letteney (0 minutes)
 - a. CEO not present
5. Dean of Instruction Report—Laura Musselwhite (0 minutes)
 - a. Dean of Instruction not present
6. Treasurer’s Report—Justin Bendell (1 minute)
 - a. \$477.79 in the budget
 - i. Can be spent on:
 1. materials and supplies
 2. local food
 3. copies
 - b. \$23 in the “Snack Fund”

7. Faculty Assembly Standing Committee Reports

a. Adjunct Faculty— (0 minutes)

No Members Present.

b. Communications—Alexa Wheeler (2 minutes)

Calls for somebody to take over the Faculty Newsletter

c. Conflict Resolution— _____ (*need to insert name*) (2 minutes)

Ombudsmen Mediation Training is worth the time and effort

d. Curriculum— Barbara Lovato (2 minutes)

We have met once. We determined four (4) programs that we are going to review in the spring. We are going to meeting in March and April. We will be using a new instrument (the program review document has been tweaked and will be different. We will meet again on March 16th

e. Faculty Handbook—Tina Hite (10 minutes)

i. Elaine Clark is presenting a handout concerning the “required faculty office hours” and placed the handout on the document camera

ii. Melanie Sanchez - says there are too many “should” and could be changed to “expected to” or some other strong verb

iii. Melanie Sanchez - says there is no caveat for “Special Circumstances”

iv. There are some faculty that are Full-Time, however they may not see students at all...not enough to meet the six (6) office hours

v. There needs to be some language to shore up the language and make the differentiation between those full-time faculty members with student contact and those without as much or none

vi. “Special Circumstances” should be outlined

vii. Justin Bendell says: Faculty with special circumstances will make arrangements/adjustments to “required office hours.

viii. Alexa requests to remove “gender” from the verbiage

ix. Barbara Lovato: This is meant to be prescriptive? It is up to the person’s supervisor to ensure they are meeting the “requirements”

x. Kevin: Voicing concerns from other colleagues:

i. Concern #1: Six (6) hours is not enough

ii. Concern #2: We need to be able to say, especially need to be able to say: “I cannot have a committee meeting during my posted office hours”

• Julia So: To be respectful to the students that we serve we should schedule time outside of our office hours

• Elaine Clark: Respect each other’s’ office hours (i.e., do not assume that people can meet during their posted office hours)

- Kevin Hobbs: There are significant enough changes that we need to delay a vote on the document until the changes are seen by all
- f. Faculty Professional Development—Ariel Ramirez (2 minutes)
We have ~\$300.00 remaining until June 2019
- g. Faculty Program Development— _____ (2 minutes)
- i. Julia Presents: Toward the end of the semester, after the end of the year faculty meeting, we are going to host a roundtable (Friday, April 26th, 2019)
 - i. Active learning, inclusion and diversity, participation, teaching from the back of the room, faculty member mindset, writing assignment in your discipline
 - ii. Share Your Best Practices in the Classroom
 - iii. Lunch will be provided (if funds are found)
- h. Online Teaching—Elaine Clark (2 minutes)
- i. Elaine Clark and Tina Hite presenting FOTRC Document is placed on the projector
 - ii. Going through the description of the committee and are refining it
 - a. Too many should
 - iii. Removal of “online degree programs” [Not the committee’s responsibility to do this]
 - iv. We want our focus to be on support
 - a. Support of faculty
 - b. Support of students
 - c. Support of quality online education
 - v. “All people on the committee should have two (2) years of experience teaching online” this has been removed and the committee is welcoming all teaching faculty and the committee will get them up to speed
 - a. Term on the committee is three (3) years, not two (2) years because there is one (1) year of getting folks on the committee up to speed
 - vi. Review process:
 - a. Hard because we were initially wanting to follow QM norms [three (3) person teams with specific qualifications] so we have decided it is better to just get eyes on the courses
 - b. Will bring more information to the March 2019 FA Meeting
 - vii. Major Addition:
 - a. How to hand-off leadership on this committee
 - b. Set up a process to hand-off leadership on the committee because some of the “course release”
- i. Faculty Senate Representative—Cheryl Bryan (2 minutes)
- i. One Big Thing:
 - i. They are changing the health insurance
 - 1. If you had your health insurance with UNM that is one category
 - 2. Blue Cross another category

- ii. They are combining the UNM and Blue Cross/Blue Shield and this will lead to less of an increase
- iii. Sent out on February 8th, 2019 UNM Health Lobo Proposal

J. Student of the Month- Melanie Sanchez (2 minutes)

- The form is online
- Just send a paragraph about why you are nominating student for “Student of the Month”
- By the end of next week for the February 2019 award

8. Other Committee Reports

i. Section F- Elaine Clark

1. F70 did receive approval
2. All of the sections are finalized
3. We are all done with Section F
4. Worth everyone’s time to go and read these as they are specifically about the Branch Campuses
5. F70 = how we articulate our course with UNM Main Campus, and how we check credentials for people who teach those courses
 - a. Went from three (3) pages to much less
6. Big changes worth reading
 - a. Junior Tenure Track Faculty should read these
 - b. Lecturer Track faculty should read these
 - c. Part C – Promotion/Retention (see B1 in the Faculty Handbook)

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

- a. See President’s Report in the Faculty Newsletter
- b. Additionally:
 - i. Three (3) legislative bills that affect us directly
 1. Raising the minimum teacher salaries in the State of New Mexico
 2. Read in newsletter
 3. Read in newsletter
 - ii. In the papers this morning:
 1. The State of New Mexico is holding the UNM Budget “ransom” unless the sports come back
 - a. Now is the time to participate in the legislative process
- c. Cheryl Bryant – says that we have five (5) more sports than most universities have normatively (this was stated in the Faculty Senate Meeting)
- d. Julia So – Says the bill on raising minimum wage in New Mexico might also affect faculty salaries (\$7.50 to \$12.00 in 2023)

10. New Business / Announcements

- Faculty Office Hours - Covered above
- Justin Bendell – Active campaign for a faculty union
 - Over the course of the next few months action will be taken to make this happen
 - Announcing that this is happening and that he is for it
- Julia So – On Dual Credits, this is a new learning experience for me. Julia commented that we all teach at the college level. If you are approached to teach “dual credit” please make sure you maintain the reputation of UNM Valencia and the academic rigor that we teach as College-level teachers."
- Elaine Clark – F70...assumes that we meet the learning objectives for all classes that will articulate to other campuses
- Elaine Clark – Laura Musselwhite wanted us to discuss the common course and that there are accepted SLOs and that UNM Main will not accept our classes if we do not follow these SLOs and that they are published in syllabi
- Melanie Sanchez – Laura Musselwhite also says that they are spot checking our syllabi to make sure that we are publishing these SLOs on their syllabi
- Soledad Garcia-King – Faculty Connections Conference has received four (4) presentation proposals and calls for more

11. Adjournment

- a. The meeting adjourned at 2:14PM
 - i. Length of meeting: ~35 minutes