

**Faculty Assembly Minutes
Wednesday, March 23, 2016**

Alice Letteney
Laura Musselwhite
Heather Wood
Eva Rivera
Tracy Terry
Melanie Sanchez-Dinwiddie
Alice Lawson
Michael Ceschiat

Dani Martinez
Elaine Clark
Julie Depree
Julia So
Cindy Chavez
Claudia Barreto
Joe Barbour
Patricia Gillikin

Ben Flicker
Michael Brown
Alfonso Lebron
Annette Hatch
Khaled Kasseem
Miriam Chavez
Barbara Lovato
Richard Palmer

1. Call to order 1:35

2. Approval of agenda

Motion to approve – Michael Ceschiat

2nd the motion – Melanie Sanchez-Dinwiddie

Motion to approve agenda is accepted.

3. Approval of minutes from February 2015

Motion to approve – Elaine Clark

2nd the motion – Julie Depree

Motion to approve minutes is accepted.

4. Chief Executive Officer Report—Alice Letteney

The Board of Regents approved an approximately 9% increase in our tuition, that's approximately \$5 more per credit hour. We still have the lowest tuition across the UNM campuses once student fees are considered. The Regents also want all branch campuses to have the same tuition. There is push back from the Advisory Board because the Advisory Board is supposed to set the tuition.

Please come to the Town Hall next Wednesday. We will have lunch and discuss the Strategic Plan and the budget. We need to strategically reduce our budget so that we do not impact our service to students.

We are working hard to compete for federal funds, which is becoming more difficult. There is a push for research oriented grant proposals that show results for minority low-income students.

We are pushing for Summer Pell Grants to keep students on track to graduate, but they are only being discussed for full-time students. We are pushing for Congress to have NSF set aside funds specifically for HSIs.

We raised over \$47,000 during the Gala and the Soup R Bowl this year including the \$20,000 from Maria Flores' donation. This is the highest amount yet. If we have to raise tuition a little bit, but we can cover it with more scholarships, that is great.

Alfonso – How do we as faculty help?

Alice – Keep our students in school. Send them to Student Services as soon as you notice they are in trouble. The majority of our defaults on student loans are for small amounts in the first semester. If we could catch students before they default, we can help them.

5. Dean of Instruction Report —Laura Musselwhite

We are working on a couple of grants: reapplying for the NSF S-STEM scholarship grant as well as the Department of Education Title III STEM grant. We are completing the hiring process for the Earth Science and English positions. We have recently completed the process for the Biology, Mathematics, and HIT positions. Ben Flicker is our new tenure track biology instructor!

The Town Hall meeting begins at 11:30 on Wednesday, March 30th. Women's History Month presentations will be on March 31st from 11-1 pm in the cafeteria. Safe Zone training will occur on Friday, April 8th. Please attend each of these events.

6. Treasurer Report—Eva Rivera

We have \$338 remaining in the budget. We are out of snack funds for the meetings, so please help us with that.

7. Update on Lecturer Promotion Guidelines —Laura Musselwhite

We are creating a promotion track for lecture positions that parallels the tenure track process. I sent out the current draft of guidelines over email. There are two tracks for lecturers: instructors and administrators. The instructor track for lecturers more closely parallels the tenure track process. I emailed this to everyone, so please look over it and offer feedback by contacting me (Laura M.). I will bring it back in April for voting.

Michael – Who votes on this process?

Laura – This is designed to be a peer process, so other lecturers will vote on lecturer promotion. All faculty must vote on the adoption of the process because it must be presented to Main campus.

8. Vote on New Evaluation Form —Michael Ceschiat

This is the document we put together after discussing the first draft last month. First, we included instructions for the faculty and supervisors.

[Several faculty comment on concerns with student evaluation scores required to meet and exceed expectations in the Teaching category.]

[Do you have to complete ALL of the criteria in order to qualify for a ranking?]

Melanie – These are guidelines and not absolutes. The supervisor must be able to justify their rankings based on a wider variety of instructor/department dependent qualifications.

[The form may be modified in the future to address faculty who are not teaching-centric similar to the instructor/administrator tracks in the lecturer promotion forms.]

Motion to accept – Joe Barbour
2nd the motion – Michael Ceschiat
The Evaluation Form is accepted.

9. Section F Main Campus Task Force —Elaine Clark

There is concern about alignment of the annual reviews with the Tenure and Promotion guidelines.

For Section F Part D, there is an expectation of research for tenure and promotion. There is discussion on how that applies to branch campuses.

We are looking at making similar guidelines for process and criteria of dossiers from each branch campus.

10. Committee Reports

a. Faculty Online Teaching & Review—Elaine Clark

We are in the process of creating EDUC 293, a 3-credit hybrid course to be offered in the fall for instructors and future instructors of online and hybrid courses who have very little formal training in online teaching. Tuition remission will cover the costs for both full-time and adjunct faculty.

There is a QM workshop titled ‘Applying the QM Rubric’ that is aimed at faculty who have already taught online courses. We are targeting all instructors of online core courses because we will be instituting a QM review of these courses. The workshop will be from March 29 – April 12 and we will offer it again in the summer. We will cover the \$50 fee for the course for both full-time and adjunct faculty.

We will send out a link to a ‘Student Perceptions’ survey just like we did last fall.

b. Teaching & Learning Assessment—Claudia Barreto

We have eliminated the April 29th date so that we can attend the faculty meeting.

c. Handbook—Julia So

I sent out three documents last week. We have discussed each of them in the past. First, the faculty list server information.

Motion to accept – Tracy Terry

2nd the motion – Eva Rivera

The motion passes.

Second, we have the different disciplines under CHESS, which puts Education back in, lumps Spanish and French together in one category.

Motion to accept – Michael C.

2nd the motion – Elaine C.

The motion passes.

Third, a new section on online courses.

Motion to accept – Joe B.

2nd the motion – Melanie SD

The motion passes.

Final, changes to the adjunct compensation.

Motion to accept – Joe B.

2nd the motion – Claudia B.

The motion passes.

d. Program Development—Eva Rivera

The TTT is from 1:30 – 2 pm March 30th. Tracy is presenting on Core Course Assessment.

e. Conflict Resolution—Julia So

The constitution was last amended in 1994 and it says that is when the Conflict Resolution was established, but it is not true. According to the Faculty Assembly Minutes, the committee was established in 1998.

Laura – I move that we add an addendum to the constitution that the committee was created in 1998.

Motion to review at the next meeting – Miriam C.

2nd the motion – Claudia B.

This item is tabled until the April meeting.

f. Curriculum—Cindy Chavez

We reviewed the nursing program two weeks ago. We approved some minor changes to the EMS program. Annette will review Engineering in April and Alexa has some forms for review then as well.

Next week our Math Associates degree will go before the ASAR committee.

g. Cultural Enrichment—Laura Musselwhite

[A list of upcoming activities was presented.]

h. Professional Development—Heather Wood

We are out of money. Please apply next year to use the funds.

i. Faculty Senate Representative—Eva Rivera Lebron

I have no additional information.

j. Student of the Month—Khaled Kaseem

Matea Deming was nominated by Alexa for work in an art class. She is a 17 year old who smoothly transitioned from home school to college. She is an exceptional student and very helpful to her classmates.

Please make sure you nominate for next month's student by April 4th. You may email me for a copy of the form.

k. Adjunct Faculty – Ben Flicker

We circulated a survey with adjunct faculty and have collected the results. We will discuss the survey results next week and report back in April.

11. Teaching and Learning Center Report— Michael Brown

We are changing the old projectors. Ryan Baltunis is going to Main campus and his last day is Friday. There is SmartBoard training 9-12 on April 1st.

12. Main Campus SLOs/Feedback Timeline—Tracy Terry

I emailed the Main Campus Core Course Common SLOs to all faculty. Please look over the SLOs that pertain to your courses, then click on the link in the email to the appropriate Area and fill out the survey that corresponds to your courses.

There will also be changes in course and program assessment coming. I will be giving presentations on these changes over the next few weeks. First, there is a core course assessment presentation as the TTT next week, then I will also speak on the future of assessment at the April 29th Faculty Assembly.

13. President's Report – Heather Wood

Please see my report in the minutes.

14. Introduction to Skype for Business—John Abrams

We are updating wireless on our campus in anticipation of more students bringing their own devices to campus. I recommend you look into ebooks. We are also in conversation with Dell and Apple to sell devices at a discounted rate to students through the bookstore.

We have received smartpads for faculty, but they need to be configured before distribution.

We are replacing all of the workstations in the classrooms with terminals. Remove ALL your personal documents from these workstations. We should complete this conversion before next fall.

15. Announcements/New Business

April 11th is the retirement party for the four retiring faculty from noon – 2-ish. Please either donate to the food fund or bring a side dish.

National Library Week begins on April 10th.

16. Adjournment

Motion to adjourn - Melanie SD
2nd the motion – Cindy C.
Meeting adjourned at 3:05.

