



Faculty Assembly Meeting Draft Minutes  
Wednesday February 21, 2018 (1:30 – 3:00 PM)  
LRC 101

In Attendance:

Rosa Auletta  
Justin Bendell  
Marji Campbell  
Miriam Chavez  
Elaine Clark  
Benjamin Flicker  
Victor French

Soledad Garcia-King  
Patricia Gillikin  
Kevin Hobbs  
Barbara Lovato  
Danizette Martinez  
Mary Moser-Gautreaux  
Laura Musselwhite

Melanie Sanchez-Dinwiddie  
Mychael Smith  
Julia So  
Stephen Takach  
Tracy Terry  
LeAnn Weller  
Alexa Wheeler

Guests: Maisie Baca & Lauren Oberlin

1. Call to order  
President Hobbs called the meeting to order at 1:30 PM.
2. Acceptance of Agenda  
Patricia Gillikin motioned to accept the agenda. The motion was moved by Melanie Sanchez-Dinwiddie.
3. Approval of Minutes  
The motion to approve the minutes was moved by Patricia Gillikin, and seconded by Melanie Sanchez-Dinwiddie.
4. Chief Executive Officer Report
  - We will receive 2% salary increase.
  - UNM-Valencia will have \$98K increase in the budget; however, after benefits are taken into account of, we will be level-funded.
  - UNM-Valencia's budget is in the black while other community colleges in the state are in the red. The amount ranges from \$16K to \$114K.
  - As of Fall 2017 UNM-Valencia had 66 students on the lottery scholarship.
  - The enrollment at UNM Main is down 4%. Ours is fine.
  - Matthew Shumway is leaving for AZ. Dr. Letteney recently met with Rick, Laura, and Soledad and have decided to request a higher position in classroom support to replace Matt.
  - Main Campus refuted the rumors about the elimination of the Academic Dean position at branch campuses, as well as the part about branch campuses' finance being done at Main.

- Dr. Letteney spoke with Congresswoman Michelle Lujan Grisham about The Prosper Bill that is sponsored by Virginia Foxx of N. Carolina. The proposed bill has a changed requirement for Title III institutions that pertains to a requirement of 25% graduation rate of minority students instead of a 25% enrollment rate.
- UNM-Valencia has raised over \$6,000 at the campus' super bowl event.
- She called for volunteers for the Denim and Diamonds Gala. We will have craft beer.

#### 5. Dean of Instruction Report

- Dream Zone training will be held at Valencia on two Fridays (4/27 and 5/4).
- To celebrate Women's History Month, a panel discussion, *Woman Leaders in Valencia County*, will be held at A101 on March 29 at 10:30 AM. The panelists are Alice Letteney, Dana Sanders, Nancy Montoya, and Mary Merrell. Laura will be the moderator.
- UNM-Valencia's annual Town Hall will be on 3/21 WED at 11 AM. It will end before the Assembly meeting.
- Chaouki Abdallah will return to the Provost Office on March 1.

#### 6. Treasurer's Report (1 minute)

- Justin Bendell reported a balance of \$486.67 in the budget.

#### 7. Faculty Assembly Standing Committee Reports

##### a. Adjunct Faculty Committee

Ben Flicker had nothing to report.

##### b. Communications Committee

Alexa Wheeler informed the Assembly about the new format of the newsletter.

##### c. Conflict Resolution Committee

Mary Moser-Gautreaux announced that a conference on active listening is coming up.

##### d. Curriculum Committee

Justin Bendell stated that the Curriculum Committee had reviewed the programs of Criminology and Construction, among others. CNA will be reviewed in April.

##### e. Faculty Handbook Committee

Elaine Clark announced some upcoming changes on the Faculty Online Teaching and Review Committee section of the handbook. She will send the changes out to the Assembly to seek feedback.

##### f. Faculty Professional Development Committee

Ariel Ramirez announced a balance of \$1017.00 in the budget.

##### g. Faculty Program Development Committee

LeAnn Weller announced that the Committee will send out a flyer on its next program.

##### h. Faculty Online Teaching & Review Committee

Elaine Clark announced that the Committee currently is revising the student orientation module. Next Fall, a postcard will be mailed to all online students reminding them to complete the orientation before class begins. Instructors are requested to ask for a copy of the Certificate of Completion from their students. There will be a generic email address for online learning. A 3-credit-hour training will be available for those who want to teach an online course. Soledad is in the process of creating a one-hour course. Tuition remission is available.

i. Faculty Senate Representative

Dani Martinez reported for Cheryl Bryan who has not attended any Faculty Senate meeting yet. Thus, there was nothing to report to.

8. Other Committee Reports

a) Section F Committee— Elaine Clark

- The Section F Task Force is working on two more sections in the Handbook.
- A test case on F90 is currently at the Provost office. It pertains to the required credentials when hiring Math instructors.

b) Assessment Committee—Tracy Terry

- Tracy asked division chairs to remind faculty who are responsible for submitting core courses that the assessment information is on the Valencia website (the instructions is also attached to this set of minutes). If one teaches multiple sections, the faculty needs to compile all data from all sections.

c) Student of the Month – Patricia Gillikin called for nominations.

9. President's Report (3 minutes)

President Hobbs has nothing to report.

10. New Business / Announcements

a. Maisie Baca

- Discussed the importance of faculty completing the Satisfactory Academic Progress (SAP) requirement that students present to them. The form requires the students to meet with their instructor and review Part A of the form then come up with two SMART goals to help them successfully complete their course. An email was sent out earlier with the basic information regarding this process. Please contact Maisie if anyone has any questions.
- Maisie went over the new scholarship software, Award Spring. The link for students to apply is [unmvalencia.awardspring.com](http://unmvalencia.awardspring.com) She asked the faculty to encourage their students to apply.
- She discussed that her office offers financial coaching, Student Success Series (SSS) workshops throughout the semester. Any faculty members who have a student who is struggling financially, please contact her or ask the student to contact her. She will discuss options to help the student.

b. Soledad Garcia-King (10 minutes)

- The mediasite is not working properly for some classrooms. If the recording is not working or if a classroom is not equipped with a recorder, one option is to use Kaltura Capture Space Lite in Bb Learn. She demonstrated how to use Kaltura Capture Space Lite.

**c. Lauren Oberlin**

- Lauren said UNM-Valencia has had about 34 faculty members trained in SAGE. Those who have not can self-train via a guide that was sent by email. In the first month after SAGE was launched, 55 students were reached out to via Early Alert, and 44 received positive Kudos messages from faculty. Many of the Early Alert referrals lead to early intervention for students who were struggling in other classes as well.

**11. Adjournment**

The meeting was adjourned at 1:40 PM

Next meeting will be on March 23, 2018.

\*Attachment: Core Course Assessment Guidance