

**Faculty Assembly Meeting Minutes
Wednesday, April 20, 2016**

Heather Wood
Tracy Terry
Alexa Wheeler
Michael Brown
Audie Sillana
Marji Campbell
Julia So
LeAnn Weller
Cindy Chavez
Miriam Chavez

Julie DePree
Sarah Garde
Ben Flicker
Rosa Auletta
Tim Nuoley
Danizette Martinez
Alice Lawson
Melanie Sanchez-
Dinwiddie
Annette Hatch

Alfonso Heras
Claudia Baretto
Joe Barbour
Patricia Gillikin
Elaine Clark
Sandra Alden
John Abrams
Laura Musselwhite
Alice Letteney
Eva Rivera

1. Call to order – 1:35 pm

2. Approval of agenda

Miriam – I motion to move up election of new FEC officers.

Motion accepted with the amendment that Heather should to serve as President through the end of the meeting.

3. Approval of minutes from March 2015

Minutes approved by consensus.

4. Chief Executive Officer Report—Alice Letteney

I was asked to survey the branch campus: Would the branch college campuses prefer to be part of a community college system?

For example: I used to teach as part of a branch campus system. There was a centralized administration to cover all branch campuses. Paperwork was very slow to get processed. There would be a single board. I don't how they would deal with local levies and differential tuition.

The groundwork to develop this would take years.

Heather – I think there are a lot of drawbacks in that they would have more control over every part of our employment.

Marji – I have been employed by more than one UNM branch and I think it would be difficult for a centralized system to meet the needs of each campus.

Rosa – I think Heather has a good point.

Miriam – I like being the step-child.

General - There is more prestige that comes from being affiliated with UNM than being an independent community college.

LeeAnn – I think we would lose a lot of transferability to UNM.

Sandra – I have taught at UNM main and CNM and there are many differences in how the institutions are run. If this was an empty group of buildings, it would be much easier to fill it with a community college, but we are currently UNM-Valencia and it will be difficult to transition over to becoming a community college.

John – It would be a massive technological endeavor to separate UNM-Valencia into an independent technological entity.

Alice – Thank you for the information. I'll pass this on. Also, thank you for all the hard work you do. Keep on keeping on and let's finish up this semester.

5. Dean of Instruction Report —Laura Musselwhite

Debra is having carpal tunnel surgery. She will return on Monday.

All graduation ceremonies are at 7 pm.

Wednesday May 11th, ABE

Thursday May 12th, nurses pinning

Friday May 13th, graduation – we will meet at 6 pm to put on robes and process to the SCC at 6:45 as usual.

We are completing several more faculty hires. English should finish up soon, but some of the other hires will complete over the summer.

Next Friday, the 29th, at 9 am we will have a faculty meeting.

6. Treasurer Report—Eva Rivera

We have \$328 remaining in the Faculty Assembly budget. We have about \$30 in the meeting budget.

7. FEC Elections – Heather Wood

President: Alexa Wheeler has been nominated for President. Are there any other nominations for president?

Joe – I move we close nominations

Eva – I second.

As there are no other nominees, Alexa is confirmed by acclamation.

Vice-President: Tracy Terry has been nominated for Vice-President. Are there any other nominations?

As there are no other nominees, Tracy is confirmed by acclamation.

Secretary – Are there any nominations for Secretary?

Elaine – I nominate Julia So.

Eva – I second that nomination

As there is only one nominee, Julia is confirmed by acclamation.

MES Representative – Are there any nominations for MES Representative?

Eva is confirmed by acclamation.

Nursing Representative – Are there any nominations for Nursing Representative?

Dani – I nominate Audie Sillana.

As there are no other nominees, Audie is confirmed by acclamation.

Adjunct Representative – Are there any nominees for Adjunct Representative?

Sandra is confirmed by acclamation.

8. Lecturer promotion guidelines – Laura Musselwhite

These guidelines were sent out over email last week and have been presented several times at faculty assembly.

Joe – I motion to accept the changes

Eva – I second.

Is there any further discussion? [none]

The lecture and promotion guidelines are accepted.

9. Section F Main Campus Task Force —Elaine Clark

The task force is meeting in June in the Taos campus to change the wording for the Professional Development section for tenure and promotion. We are also going to streamline all the guidelines so that each branch campus is submitting similar dossiers to main campus.

We may want to call a special session of the faculty assembly in order to thoroughly discuss the Section F wording.

10. Committee Reports

a. Faculty Online Teaching & Review—Elaine Clark

Applying QM workshop - a workshop for people who are already teaching online – offered in May and July

Improving your online course – a workshop in June

Full-time instructors will receive a stipend immediately upon completion of the course. Adjuncts will receive the stipend if they are on contract to teach in the fall.

EDUC293 – a class offered in the Fall – for people who are new or new-ish to teaching online

Would adult education teachers benefit from this course since we use Google Classroom instead of BBLearn?

Elaine – The main issues is preventing FERPA violations. We have to make sure we are secure. That is why we use BBLearn. We are trying to confirm methods of using Google Classroom that comply with FERPA.

We are going to also invite our Dual Credit high school instructors to participate in the course. Since we have many people who have partial training, we are looking to turn the course into smaller modules.

We are also looking to train the students during orientation so they are prepared to take online courses.

Julia – My biggest problem with students in hybrid courses is that they do not even read my emails.

Elaine – Hank recommends that if students in an online or hybrid course have not logged in to class by the third day, drop them. They will pay attention then. If they aren't able to use a computer effectively, they will not succeed in an online class. Drop them on day three.

Joe – I am concerned for student retention if the students are getting dropped so quickly from a course with so little communication.

[General – They weren't going to complete the course if they did not log in by day 3, so they are being dropped before the deadline.

John – Do instructors communicate what technical requirements exist for taking an online course? [yes]

Elaine – We promised we would have an Online Best Practices Guidelines Appendix for instructors. We sent out the appendix over email.

Claudia - If you have any further questions, please email Elaine.

b. Teaching & Learning Assessment—Claudia Barreto

The best case scenario for this year is that we may have about 55% participation in assessment. More faculty need to be involved in the process.

LeeAnn – I have been involved in assessment for four years and every instructor says how much they learn about their courses from the process and how they have improved their courses.

c. Communications—Alexa Wheeler

The UNN-V web site is currently in transition. The faculty web site is not currently there, but it will return.

d. Handbook—Julia So

Thank you committee for all your work this semester. I have nothing new to report.

e. Program Development—Eva Rivera

I have nothing new to report.

f. Conflict Resolution—Julia So

There is a conflict in the dates reported in the constitution for when the Conflict Resolution Committee was established. I would like to add a footnote to the constitution to say that the Conflict Resolution Committee was established in 1998. The information was presented at the last faculty assembly and sent out last week over email.

Joe – I motion that we include the footnote regarding this particular committee.
Patricia – I second.

The motion passes.

g. Curriculum—Cindy Chavez

We are meeting today with Annette Hatch and Alexa Wheeler.

h. Cultural Enrichment—Laura Musselwhite

Last week was the film festival. Thank you Alexa and Bill Nevins!

We are finishing up the semester with the New Horizons Band of Rio Ranch next week and tomorrow is Earth Day.

i. Professional Development—Heather Wood

We have \$1200 that have become available. Please apply for these funds.

j. Faculty Senate Representative—Eva Rivera Lebron

Faculty confronted Regent Doughty about taking funds from HSC without communicating with the faculty senate. The funds taken from HSC were going towards a hospital, but the Regent assured them that the funds for the hospital will not be affected.

The faculty are petitioning the Regents to not make other major decisions without discussing with the faculty.

k. Student of the Month— Sarah Garde

Raquel Senna was nominated by Alexa. She does outreach to middle school girls, interns with Rio Communities to help them build their web page, and is a work study on our campus.

We have one more student of the month for this academic year. Please nominate your students.

I. Adjunct Faculty – Ben Flicker

We are presenting the information from our adjunct faculty survey this semester. We got 26 responses out of 90 total adjunct instructors. Heather will email the entire results to faculty today.

Those who responded were satisfied overall with their employment here, most felt at least somewhat supported, and are confident in their abilities. The main request is for higher salaries (75%). They would also like more trainings/workshops (40%), especially for BBLearn (31%), and are willing to attend them.

I know there are regular opportunities for this training, so we need to make sure these opportunities are being communicated to the adjunct faculty.

There is also a desire for greater communication and collegiality on campus...among the adjunct faculty, between adjuncts and other members of their departments, and interdepartmental.

We plan to organize social gatherings in Fall 2016. We will develop an adjunct wiki on the web site to facilitate communication. And we will better communicate training opportunities.

11. Teaching and Learning Center Report— Michael Brown

We are installing digital signage all over campus that can be tailored to each building. We are putting in HD projectors in all classrooms and modifying SCC so that all three rooms will have projectors and screens which can be coordinated to show the same material.

12. President's Report

Thank you all for a productive academic year. It has been an honor to serve as FEC President and I have complete confidence that Alexa will serve well in this position next year.

13. Announcements/New Business

NMMATYC 2016 is an annual state-wide conference for math instructors. It will be held on our campus May 20-21st. Please register and attend. We would also like to encourage you to present at the conference even if you are not a math instructor.

We need instructors to join the Family Feud instructor team in the courtyard tomorrow at noon.

The Title V grant that is ending this year has an external evaluator who is distributing a survey. The survey is coming from Alpha Associates. Please respond to the survey. We need this information in order to transition from this grant to the new grant to better address your concerns.

For the Next Generation Grant, Sarah Garde has been working on the Smartboard technology. We are hiring three students as technology consultants. They are going through extensive training this summer so they can help you put your activities on the board. Please don't avoid the technology because you do not have the time to learn it. The students will be able to help you implement the technology.

Next Thursday and Friday the writing center is having workshops with pizza and salads to help the students complete their end of semester writing assignments.

14. Adjournment

Michael Brown – I motion we adjourn.

Joe – I second.

Meeting is adjourned – 2:59 pm.

[This set of meeting minutes was amended on October 19, 2016 to include the nomination and election of Heather Wood on April 10, 2016, to serve as a representative of UNM-Valencia Campus to attend Faculty Senate's meeting at Main Campus. The amendment was approved by the Faculty Assembly at the meeting on October 19, 2016.](#)