

Faculty Assembly Meeting
September 18, 2013
1:30-3:00 LRC 101C

In attendance:

Rosa Auletta	Patricia Gillikin	Alice Letteney	Dustin Shafer
Claudia Barreto	Miriam Gustafson	Barbara Lovato	Julia So
Michael Ceschiat	Annette Hatch	Danizete Martinez	Tracy Terry
Anthony Chavez	Alfonso Heras	Richard Palmer	LeAnn Weller
Miriam Chavez	Michael Hopper	Eva Rivera	Alexa Wheeler
Cindy Chavez	Khaled Kassem	Melanie Sanchez-	Thomas Whittaker
Julie Depree	Benjamin Johnsen	Dinwiddie	Heather Wood
Sarah Garde		Richard Sax	

1. Call to order:

- Dani Martinez called the meeting to order at 1:30pm

2. Acceptance of agenda

- Julie Depree moved to accept the agenda / Miriam Chavez seconded
- The agenda was accepted

3. Approval of minutes

- Rosa Auletta moved to approve the minutes as submitted / Julie Depree seconded
- Minutes were approved as submitted

4. Executive Director's Report (Alice Letteney)

- Los Alamos National Lab lost Bond Election
- Funding formula was created-measuring based on outcomes is positive for UNM-VC
- Effort is underway to educate students about having a "completion" mindset
- Faculty is invited to have lunch with Alice at their convenience

5. Dean of Instruction's Report (Richard Sax)

- BB Learn/LoboAchieve Update
 - Privacy issues are being addressed with LoboAchieve
 - Issues with LoboAchieve should be directed to Vanessa Harris
- FEDI Update In Process
 - Important to decide on final form ASAP
- Meeting with Branch Campus Deans Nov. 8
 - Potential Spring 2014 meeting with Branch campus faculty
- Resolution is coming soon on UNM-Main's proposed fees for branch campuses

6. Treasurer's Report (Thomas Whittaker)

- Basket was passed around for donations-\$4.00 was donated.
- Faculty Assembly budget currently holds \$500.
 - \$295 Materials
 - \$100 In-State Travel
 - \$100 Copying
- Discussion: Julia So can use Faculty Assembly funds for her visits to UNM-Main.

7. Public Affairs Office Report (Jon Lechel)

- Personal Introduction by Jon to the faculty
- Headshots are planned for faculty
- Catalog year-get your info in soon
- Jon has an open door policy

8. Student Government Report (Michael Hopper)

- Student Day every month
- Desk replacement in specific rooms
- 3,000 for scholarships each year
- Dr. Sax thanked SG for their help with Constitution Day

9. Student Services Report (Francis Duran speaking for Hank Vigil)

- Professors are not required to sign late add forms
- When re-instating dropped students, recommend students visit advising office
- Equal Access letters are provided for disabled students; students are required to show these to professors
- Veterans training will be provided soon-forms were provided for interested faculty

10. Committee Reports:

FE/DI (Julie Depree)–

- New FE/DI form is more clear and has a few changes
 - Committee meetings are now counted differently
 - Conferences are given points per day to address longer conferences
 - FE/DI has been in revision for two years, all changes are addressed in new form
- Discussion: Miriam has a proposed change to content area-
- Dani Martinez motioned to extend the review of FE/DI form by one week followed by a paper vote; motion was seconded by Eva Rivera. FE/DI will be distributed again by Clifton via e-mail for final changes and voted on next week.
- Discussion: whether to change from Calendar to Academic year on the FE/DI. Academic year is recommended by many including Dr. Sax.

Faculty Handbook (Melanie Sanchez-Dinwiddie)–

- Elaine is new Chair of committee and new members are being sought
- Procedural changes are being addressed by committee
- Faculty Communications Committee was approved-new language will be developed in handbook
- Criteria for promotion on tenure track will be included in handbook; Dr. Sax reiterates the need for this language to be included in the handbook

Assessment (Claudia Barreto)—

- Program Assessment takes place in the fall, 23 programs need to be assessed
- Timeline/Report is due by the end of semester
- Schedule for mentoring sessions has been developed
 - Dates for upcoming sessions are Friday Nov. 1 at 9:00, Friday Nov. 8, Friday Nov. 15
 - Division heads will need data from faculty for assessment
- Criminology, Pre-Engineering, Auto-Tech still in progress

Faculty Professional Development (Khaled Kassem)—

- First meeting for Faculty Professional Development is Thursday Sept. 19
- Forms are available for Professional Development online and in Academic Office
- Reports are now being sought after conference participation reflecting benefit of conference on teaching and pedagogy
- Faculty are encouraged to apply for funds early
- Dr. Sax reveals the budget is \$12,500, which is a big increase from two years ago
- Technology related conference funds can be sought from TLC/Najib

Faculty Senate (Julia So)—

- Degree Program page at UNM-Main is helpful for degree mapping:
<http://degrees.unm.edu/>
- Greg Heilman (Ass. Provost) wants to reduce number of credit hours for bachelor's degrees to 120 in order to save costs for students

11. Teaching Tips

- Julia So offered classroom management tips. She shared a syllabus contract that details expectations for student behavior in the classroom. She said suggestions are welcome from other faculty on ways to improve the list.

12. President's Report (Dani Martinez)

- Committee Assignments have been made for 2013/2014
 - Committees should meet by mid-semester if not earlier
 - Alexa Wheeler reported committee pages have been updated on Faculty Web Page
 - Reports must be submitted to Dr. Sax or Dani by the end of the academic year
- TLC/Najib will be offering LoboAchieve workshops soon
- Thanks to Elaine for doing newsletter and to Jami for donating coffeemaker

13. Announcements

- Julia So-Upcoming Valencia Speaks Bruce Noll presentation is Oct. 23
- Barbara Lovato-Banned books week in library begins Sept. 23 in library
- Dustin Shafer-Blood Drive and Wellness Expo are Sept. 25

Adjournment: 3:01

Respectfully submitted, Heather Wood